

## Assistant Junior High Girls Basketball Coach

**QUALIFICATIONS:** Certified by CHSAA. Previous coaching experience in assigned sport is desirable. Has knowledge and background in the assigned sport.

**REPORTS TO:** The Head Coach, in conjunction with the Athletic Director and principal.

**SUPERVISES:** Athletes and team assigned to him/her and assumes supervising control over all athletes in program when such control is needed.

**JOB GOAL:** To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in individual and team fundamental, strategy and physical training necessary for them to realize a degree of individual and team success.

### **DUTIES AND RESPONSIBILITIES:**

1. Has a thorough knowledge of all the athletic policy approved by the Walsh Board of Education and is responsible for its implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports' programs.

### **ADMINISTRATIVE DUTIES:**

1. Assists the head coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to the Athletic Director to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.

### **STUDENT RESPONSIBILITIES:**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Directs student managers and statisticians on respective teams.
4. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. ~~Contact parents when a student is dropped or becomes ineligible.~~

### **EQUIPMENT & FACILITIES:**

1. Is accountable to the head coach for all equipment. ~~Collects the cost of any equipment lost or not returned.~~ Arranges for issuing and storing of equipment and submits to the head coach and annual inventory and current records concerning same.
2. Recommends to the head coach budgetary items for next year in his area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.

4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows, and locks before leaving building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

**PROGRAM RESPONSIBILITIES:**

1. Assists the head coach in carrying out his responsibilities.
- ~~2. Makes press releases and school announcements.~~
3. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
- ~~4. Maintains a record of team statistics and requirements for lettering. (For both head coach and Athletic Director.)~~
5. Works within the basic framework and philosophy of the head coach of that coach.
6. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
7. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
8. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
9. Never criticizes, admonishes or argues with head coach or any staff member within ears or eyes of players or parents.
10. Strives to improve skills by attending clinics and using resources made available by the head coach.
- ~~11. Attends most of the contests, when possible, of other teams in the program.~~
12. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach.