

## **TIOGA HIGH SCHOOL ASSISTANT COACH DESCRIPTION**

**Purpose:** Work with head coach(es) to provide athletic instruction to students, enabling them to develop the skills to excel in that sport. He/she will also contribute to the educational success of students in the classroom.

### **Duties and Responsibilities:**

1. Demonstrate proper techniques and skills necessary to meet the needs and improve the abilities of student-athletes in the sport they are hired.
2. Work effectively and be open to constructive criticism from the head coach(es) they are working with. Must also work with any other assistant coach(es) in the program.
3. Manage and supervise practices in a safe and productive manner.
4. Ensure that all athletes in assigned sport have completed a medical physical and that a form is on file with the athletic director. Athletes may not practice until the form is turned in. Athletes must also have the required minimum of practices before playing in a contest.
5. Take all necessary precautions to protect student-athletes, facilities, and equipment.
6. Monitor and enforce eligibility criteria set forth by the school for extracurricular participation
7. Assist the head coach to maintain a current inventory of all equipment/supplies in assigned sport. Equipment, uniforms, etc., should be properly stored at the conclusion of the season.
8. Monitor and enforce student-athlete behavior in accordance with Tioga High School's student handbook.
9. Demonstrate and encourage good sportsmanship in all phases of participation.
10. Be willing to work irregular and extended hours due to practices, games, and travel time.
11. Will remain at the school (High School or Central), or see that the head coach is present, until all students have left the school grounds after practice or returning from an out-of-town game. Coaches should not leave the school property until all students have left the grounds. (i.e.: driven home, picked up by parent, walked home, etc.)
12. Maintain open communication with student-athletes, parents, administration, and teachers.
13. Communicate with the athletic director about any needs of the program.
14. Accompany and supervise student-athletes during competitions on out-of-town trips. If this is not possible, prior notice must be given to administration so proper supervision can be arranged.
15. Complete the required NDHSAA coaching certification requirements: (completion forms for each requirement must be given to the athletic director) (This is only required if coaching students in grades 9-12)
  1. Online concussion management course
  2. Online fundamentals of coaching course
  3. CPR/AED certification every two years
  4. First aid course (online or in person)