

# MAPLE RUN UNIFIED SCHOOL DISTRICT

## Job Description

**Job Title:** Assistant Coach  
**Location:** Bellows Free Academy Union High School #48  
**Job Group:** Extra curricular  
**Reports To:** Head Coach, Athletic Director and Principal

**Summary:** Directs student athletes in individual and team fundamentals, strategies and physical training that are necessary to participate in sports.

### Essential Duties and Responsibilities

1. Assists in the administrative duties for the Athletic Department
  - a. Assists with scheduling and providing transportation to tournaments and special sport events, as requested.
  - b. Assists with the preparations of scheduled practices, sporting events. Coordinates events with maintenance and other school staff.
  - c. Provides documentation to the Athletic Director to meet state and system requirements for health certifications, parent consent and student eligibility.
  - d. Ensures proper safeguards for the maintenance of equipment, storage areas, and facilities are followed.
  - e. Provides information for the department budget concerning specific assigned areas.
2. Is accountable to the Head Coach for all equipment and the safeguarding of school property, if so assigned will:
  - a. Collect the cost of any equipment damaged, lost or not returned.
  - b. Arrange for issuing, storing and reconditioning equipment.
  - c. Maintain annual inventory and current records of equipment.
  - d. Instill in each player a respect for equipment and school property, its care and proper use.
  - e. Provide proper safeguards for the maintenance and protection of equipment and storage sites. Monitors equipment rooms and coaches offices, authorizing who may enter, and issue or requisition equipment.
  - f. Examine locker rooms before and after practices and games. Checks the general cleanliness of the facility.
  - g. Secure all doors, lights, windows and locks before leaving the school building/grounds.
  - h. Ensure the proper cleanliness and maintenance of equipment.
3. Responsible for the activities of assigned athletes while engaged in assigned sport, as assigned by Head Coach. May:
  - a. Provide training rules and regulations of the sport to each participant.
  - b. Travel to/from and attends all practices, games. Provides assistance, guidance and safeguards for each participant.
  - c. Direct student managers, assistants and statisticians.
  - d. Permit student athlete's access to authorized areas at appropriate times.
  - e. Enforce appropriate discipline in keeping with school policy and team expectations. Work to increase morale and cooperation and resolves complaints and/or disputes. .
4. Provides program support by:

- a. Creates press releases and school announcements.
  - b. Maintaining records of team statistics and requirements for lettering.
  - c. Attends staff meetings and carries out scouting activities as assigned.
  - d. Assists in the planning and implementation of in-season and out-of-season conditioning and weight programs.
  - e. Conveys changes in the rules and instructs others in the fundamentals of the sport.
  - f. Assists with pre- and post-event (i.e.: practices, meetings and contests) activities and preparations.
  - g. Maintaining effective, positive relations with Booster's Club, parents, officials, volunteers, fans and the greater school community.
5. Keeps current on the technical aspects of various team sports, as well as sport trends, developments and research. Attends clinics, conferences, and contests of other teams whenever possible.
6. May perform other duties as assigned.

**Supervisory Responsibilities:** The ability to work in a collaborative team environment is essential to the employee's successful job performance. Demonstrated ability and skill in leadership, mentoring and good sportsmanship is required. Assists the Head Coach, Athletic Director/Principal in carrying out responsibilities and is responsible for student athletes participating in assigned sport.

**Qualification Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** Direct experience in organizing and leading a comprehensive sports program is expected. Advanced knowledge and/or demonstrated continued learning in health and fitness area are preferred.

**Certificates, Licenses, Registrations:** Valid VT Teaching License preferred, but not required.

**Language Skills:** Ability to read and interpret reports, operating and maintenance instructions, procedure manuals, athletic rules, standards and regulations. Ability to prepare documentation, and reports is required. Ability to speak effectively with various persons: parents, students, co-workers and the general public are necessary.

**Mathematical Skills:** Ability to add and subtract figures and amounts such as prices, discounts, interest, percentages. Must demonstrate an ability to apply basic math concepts and basic algebra.

**Reasoning Ability:** Ability to identify, evaluate and solve a variety of problems and manage situations where some standardization exists. Ability to understand and consistently interpret a variety of oral and written instructions is required. Ability to maintain confidentiality of information presented in various forms (written/oral) is essential.

**Other Skills and Abilities:** Must have effective organizational, communication, leadership and interpersonal skills. Working knowledge of computers and fitness equipment is essential. Demonstrated ability to establish and maintain effective working relationships with others is needed. Ability to perform duties with awareness of all Supervisory Union requirements and

School Board policies is required. Must have knowledge of existing system, state and league regulations.

***Physical Demands:*** *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the Supervisory Union may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to speak and hear. Specific vision abilities required by this job include peripheral, close and far vision. The employee occasionally is required to use fingers and hands to manipulate equipment or access computers with frequent repetitive motion. The employee is often required to stand, walk and reach with arms or hands. An acute ability to work in a flexible and adaptive manner while providing quality service and yet focusing on outcomes is essential.

***Work Environment:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate and work performed in multiple environments: an athletic arena, gym/fitness area, field, classroom setting or office. The incumbent may be required to work extended time.

**Terms of Employment:** Per agreement

**Evaluation:** Per established performance review cycle.

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*