

Bottineau Public School District

Assistant Athletic Coach Job Description

Qualifications:

1. Previous Coaching Experience, College level or higher playing experience in the sport being coached is preferred.
2. Knowledge of sport assigned and demonstrated proficiency.
3. Must pass background check.
4. A Bachelor of Arts in Education and a valid teaching certificate is preferred, but not required.
5. College Coaching Course(s) are recommended but not required.
6. College Child Psychology Course or previous work with youth is recommended.
7. Appropriate Coaching Certificates as required by the Bottineau Public School District and the North Dakota High School Activities Association.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
9. Ability to speak effectively before administrators, staff, parents and students.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Reports To:

Athletic Director

Supervisory Responsibilities:

Student Athletes, Student Managers as assigned.

Performance Responsibilities:

1. To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success.
2. The student shall receive instruction that will lead to formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence
3. General Statement: The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship, good mental health, and safety.
4. The coach shall exercise common sense and good judgment.
5. Communicate information/correspondence to players and parents/guardians as requested.
6. Attend orientation programs for parents, athletes, and assistant coaches.
7. Assist the Head Coach as required.

8. Advises Athletic Director on equipment, supplies, and repairs required to maintain equipment in a safe and usable condition.
9. Assist Head Coach in ensuring completion of yearly physical exam for each athlete.
10. Cooperates with Athletic Director, head coach, counselors, and teachers relative to academic eligibility of each athlete per district policy.
11. Supervise and direct activities of any statisticians, and student managers as assigned.
12. Provide all team rules and regulations to team members.
13. Provide training on all rules and skills of the specific sport.
14. Provide training on physical conditioning and injury prevention.
15. Institute, teach, and monitor all drills.
16. Provide appropriate sport specific tactical training instruction and coaching to develop individual and team proficiency.
17. Provide positive motivation.
18. Discipline players as necessary in accordance with team, school, and NDHSAA Regulations.
19. Promote and develop physical skills of the sport, physical conditioning, safety, injury prevention and management.
20. Promote responsibility, team cooperation, and good sportsmanship.
21. Advocate a healthy and responsible life style for all students and adults participating on or assisting the team.
22. Attend all practices and contests, arriving on time and supervising students until all have left the practice or event.
23. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
24. Other duties as assigned.

Evaluation:

1. Job performance is evaluated in accordance to district guidelines by the district supervisor.
2. Information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.