

Notus School District #135
25257 Notus Rd.
Caldwell, ID 83607
(208) 459-7442

JOB TITLE: Assistant Sports Coach

**SUPERVISOR: Head Coach,
Athletic Director and Building Principal**

Job Summary:

Position is responsible for assisting the head coach with organizing the Basketball program at the assigned school. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Essential Duties - Assisting the Head Coach with the following duties:

- Assists with instructing players in the rules, regulations, and techniques of the sport.
- Organizes and directs individual and small group practice activities/exercises.
- Assesses player's skills, monitors players during competition and practice, and keeps the Head Coach informed of the athletic performance of students.
- Assists with determining game strategy.
- Assists supervising athletes during practices and competition.
- Follows established procedures in the event of an athlete's injury.
- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- Maintains the equipment room in orderly condition and assumes responsibility for its security.
- Distributes equipment, supplies, and uniforms to students as directed by the Head Coach.
- Assists with submitting a list of award winners at the end of the season.
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
- Performs support tasks such as distributing and maintaining eligibility forms, emergency contact information, and other related records.
- Models non discriminatory practices in all activities.
- Helps with the supervision of the locker room and facilities while athletes are present.
- Supervises athletes on trips and at competitions. Ride to and from events on school provided vehicles.
- Other Duties as Assigned

Other Duties:

- Attends staff development meetings, clinics and other professional activities to improve coaching performance.
- Performs any other related duties as assigned by the Head Coach, Athletic Director & Principal or other appropriate administrator.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications: (Knowledge, Skills and/or Abilities Required)

- Some experience as an assistant coach at the high school or college level is preferred.
- Must possess effective coaching techniques and skills.
- Must possess some knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- Ability to effectively present information and respond to questions from staff, students, parents, and the general public.
- Ability to work in a friendly manner and to develop effective working relationships with students, staff, and parents.
- Ability to perform duties in accordance with Board of Education policies and procedures

Working Conditions & Physical Requirements:

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead. While performing the duties of this job, the employee stands and talks and sometimes walks and sits. The employee is directly responsible for safety, well being, or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Schedule and Salary:

- Schedule will be determined by the Athletic Director.
- Salary based on Master Agreement approved by the Board for the current Fiscal Year
- Six month Probationary Period

Performance Appraisal:

- Annual evaluation Head Coach, Athletic Director and/or Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The Assistant Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Head Coach, Athletic Director, Principal or appropriate administrator. Notus School District 135 reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received and read this job description.

Employee Name (Print) _____

Signature _____ Date _____

Supervisor _____ Date _____



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