

# BUHLER USD 313 COACHING STAFF JOB DESCRIPTION

**TITLE: ASSISTANT COACH**

**REPORTS TO:** Head Coach, Athletic Director

**SUPERVISES:** Assigned students/staff members

**JOB SUMMARY:** Assists the Head Coach in instructing and working with athletes to prepare them for competition as a team and/or individual, enforcing the rules, strategies and techniques of their sport and to understand sports equipment, physical fitness and safety.

**CLASSIFICATION:** Exempt

**QUALIFICATIONS:**

1. Rule 10 Certification or Teacher Certification
2. College or high school playing experience recommended
3. College or high school coaching experience recommended
4. Expert in rules, strategies and techniques of sport assigned
5. Organizational skills
6. Effective communicator

**ESSENTIAL FUNCTIONS:**

1. Follows all rules and regulations set forth by district school, athletic director and KSHSAA.
2. Assists Head Coach in organizing and conducting daily practices.
3. Attends all coaches meetings, practices, and games.
4. Ensures safety of student athletes.
5. Assists the Head Coach in providing accurate information for eligibility lists and other reports.
6. Takes responsibility for appropriate care, use and safety of facilities
7. Takes responsibility for appropriate care, use and safety of equipment
8. Creates team rules, expectations and procedures.
9. Checks in/out uniforms and equipment.
10. Helps to maintain inventory of equipment/balls/uniforms annually.
11. Coordinates transportation arrangements as needed with athletic director & transportation.
12. Coordinates use of facilities with athletic director.
13. Schedules competition dates in cooperation with the athletic director.
14. Uses appropriate chain of command.
15. Maintains proper documentation every year (physicals & med cards).
16. Communicates effectively with administration, parents, media and athletes.
17. Fosters positive relationships with booster/parent clubs.
18. Maintains up to date statistics for league, state and district records.
19. Maintains professional and appropriate appearance at practice and competitions.
20. Provides leadership for student athletes.
21. Provides leadership for assistant coaches
22. Maintains an emergency action plan
23. Performs other duties as assigned for the purpose of ensuring the effective and efficient functioning of the athletic program.

**PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS**

1. May include prolonged sitting or standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials, stooping, bending and reaching.
2. Exposed to a variety of weather conditions while supervising practice and games.
3. Requires regular attendance and physical presence at the job.

**APPROVED:** 5/13/2013