

JOB DESCRIPTION

ASSISTANT ATHLETIC COACH

STIPEND - \$150.00 annually (paid for with site funds)

BASIC FUNCTION

Under the direction of the Middle School Principal and in collaboration with the Athletic Coach the Assistant Athletic Coach will

MAJOR DUTIES AND RESPONSIBILITIES

1. Promote, teach, and model good sportsmanship at all times.
2. Assist the Athletic Coach with communicating clearly with parents and participants regarding team expectations, participant progress, and schedules.
3. Assist the Athletic Coach with Coordinating and leading participants and parents in fundraising activities.
4. Assist the Athletic coach with ensuring all participants have a ride to and from away games.
5. Work cooperatively with the Athletic Coordinator and Athletic Coaches to ensure each team/participant is in a position to succeed.
6. Assist with ensuring that facilities, equipment, uniforms, and other school property is respected and kept in proper condition.
7. Assist with other duties as assigned by the principal or other administrative staff that are consistent with the general requirements and qualifications of the position.

QUALIFICATIONS:

The candidate must possess the knowledge, skills and personal leadership qualities to successfully demonstrate the ability to:

- Assist the Athletic Coach with coordinating assigned athletic events within the school and if applicable between school and district;
- Communicate on an ongoing basis with the Principal and Athletic Coach;
- Communicate effectively orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;



EDUCATING LEARNERS FOR THE 21ST CENTURY

- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others;
- Maintain consistent, punctual, and regular attendance

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campuses to conduct school business; sit, reach, stoop, and bend as needed to perform clerical and administrative duties. Stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements:

Must possess at least a Bachelor's Degree from an accredited institution with a California teaching credential required.

Experience:

A minimum of two years teaching experience is required.

Board Approved: 5/21/14