

## **Okanogan School District**

### **Assistant Coach Job Description**

#### **JOB GOAL:**

To provide instruction and supervision to participants in the sport assigned.

#### **REQUIRED QUALIFICATIONS:**

1. Be at least 19 years of age.
2. Exhibit knowledge of the sport.
3. Pass Okanogan School District background check.
4. Adhere to all laws of the State of Washington in regard to conduct between a teacher (coach) and student (athlete).
5. Ability to teach sportsmanship, respect, skills, and healthy living. Be a mentor and example to athletes. Promote academics first. Provide the best opportunity possible for each student's success.
6. Ability to work with other coaches, officials, and administrators in a professional and courteous manner.
7. Maintain a valid email address and check it regularly.
8. Maintain a valid CPR/First Aid card.

#### **RELATIONSHIPS:**

Assistant Coaches report to the Head Coach of their sport and are supervised and evaluated by the Head Coach in conjunction with the Athletic Director.

#### **SALARY AND BENEFITS:**

As stated in Okanogan School District Salary Schedule.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Adhere to and enforce all school, school district, league, and WIAA rules and regulations. Report all violations or suspected issues to the Head Coach immediately.
2. Assume duties assigned by the Head Coach of the program.
3. Support Head Coach in all aspects of the sport program. Carry out the aims and objectives of the sport program as outlined by the Head Coach and administration.
4. Use sound and acceptable teaching practices for appropriate skill levels as defined by professional organizations for your sport
5. Follow proper care techniques when injuries occur.
6. Carry emergency cards for all team members when traveling with team.
7. Inform Athletic Director of serious injuries and fill out district injury report form in office as needed.

8. Maintain compliance with WIAA coaching standards and provide copies of records to Athletic Director.
9. Refrain from disrespectful conduct toward players, parents, school administrators, game officials, community members, and the media. This includes, but is not limited to, foul language, improper dress, and improper physical contact.
10. Run or assist with running well organized practice sessions.
11. Follow and enforce team discipline standards.
12. Refrain from the use of tobacco and alcohol any time athletes are present. Failure to do so may result in immediate dismissal.
13. Help maintain facilities. Report any problems to the Athletic Director as soon as possible.
14. Supervise appropriately before, during and after practices, conditioning, or competition. Ensure students are picked up before leaving facility.
15. Secure all doors and windows, and turn out lights before leaving the building when custodians are not on duty.
16. Attend all school, league, and state meetings as required.
17. Continue education in regard to new rules, coaching techniques, and teaching methods.

#### TERMS OF EMPLOYMENT

All coaching positions are one year contracts subject to renewal on a yearly basis.