

Red Wing Public Schools Position Description

Assistant Coach

General Information

Department: Activities
Unit: Salary determined by Teacher Agreement
Immediate Supervisor: Head Coach & Activities Director
Grade Placement:
FLSA Status: Exempt

Position Summary

The Assistant Coach is responsible for supporting aspects of an interscholastic sports program. He or she is responsible for supporting a positive experience for student-athletes; emphasizing academic preparedness; administering rules and regulations; overseeing games, practices, and other activities; encouraging off-season conditioning; completing administrative functions; and supporting the implementation of public relations strategies.

Essential Duties and Responsibilities

1.	Supports and adheres to the coaching philosophy and program of the Head Coach. Executes all plans set forth by the Head Coach(s). Assists in providing leadership and supervision for team and individual sports.
2.	Promotes and fosters an appreciation of the values of athletics and physical fitness; a desire to perform at the highest level; an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
3.	Emphasizes the importance of academic excellence. Assists with the monitoring of high academic standards for members of the sport.
4.	Administers all interscholastic policies and procedures within the established rules and by-laws of the Minnesota State High School League (MSHSL)
5.	Organizes, plans, and supervises all games, practices, and activities.
6.	Encourages student-athletes to participate in the strength and conditioning program during the offseason within the parameters of MSHSL regulations.

7.	<p>Supports administrative functions within the sport.</p> <ul style="list-style-type: none"> a) Develops, explains, and enforces team rules and expectations. b) Communicates with student-athletes and parents. c) Maintains an inventory of equipment, cares for equipment, and makes recommendations regarding the type and amount of equipment and supplies needed. d) Ensures that all student-athletes have valid medical examinations before they are allowed to practice.
8.	<p>Implements public relations strategies.</p> <ul style="list-style-type: none"> a) Promotes the program within the school and community. b) Works with the sport's booster club and parents of players in a constructive and positive manner. c) Develops relationships with the sport's youth program(s) in the community. Establishes a presence at summer camps, coaching clinics, and other activities.
9.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

Required Education, Training, and Work Experience

Option 1

Required Education / Training: 4 years of college

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: Education

Required Work Experience: Previous high school or college coaching required
Previous high school or college head coaching preferred

Licenses / Certifications Required: Licensure as a teacher in Minnesota
Licensure as a head varsity coach of interscholastic sports Valid driver's license in Minnesota

Option 2

Required Education / Training: High school diploma
6 quarter credits or 60 clock hours of instruction in first aid and care and prevention of athletic injuries as well as a coaching methods or theory course; or completion of American Sports Education Program (ASEP); or completion of Continuing Education Requirements, sponsored by MSHSL.

Degree Information: None

Major Field of Study or Degree Emphasis: None

Required Work Experience: Previous high school or college coaching required
Previous high school or college head coaching preferred

Licenses / Certifications Required: Valid driver's license in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Coaching principles, fundamentals, and best practices.
- Strength and conditioning techniques.
- First aid procedures.
- Care and prevention of athletic injuries.
- Minnesota State High School League (MSHSL) eligibility rules, rules and policies.
- School policies and academic eligibility requirements.
- Local and state rules, regulations, or laws pertinent to the sport, safety/health, and events.

Essential Skills Required to Perform the Work

- Organizing practices.
- Implementing effective coaching techniques.
- Supporting the interscholastic sports program consistent with the philosophy of the district and ensuring a proper balance between athletic and co-curricular needs of all students and the community.
- Supporting the interscholastic sports program consistent with the rules and by-laws of the Minnesota State High School League (MSHSL).
- Developing, motivating, and fostering collaborative relationships both inside and outside the organization.
- Dealing effectively and appropriately with parents, students, staff, administrators, community groups, and coaching personnel.
- Resolving conflicts

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk				X
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests, or other functions.

Classification History and Approval

Created: 11/15/16

Revised: 12/9/16