

Hemet Unified School District
Assistant Athletic Coach

JOB SUMMARY

Under the direction of the Assistant Principal-Athletics and Head Athletic Coach, this position has the responsibility to assist the head coach with the sport program to which assigned. The primary focus will be to support the head coach in mentoring, on campus recruiting, training, coaching, and coordinating aspects of the program, where the total development of the student-athlete is the highest priority.

Extra duty positions are open to qualified certificated bargaining unit members on site before they are open to qualified certificated bargaining unit members off site. In the event no qualified certificated bargaining unit member applies, the position will be open to qualified persons outside of the certificated bargaining unit. Appointments are renewable annually. Members of the classified bargaining unit may apply, but cannot receive the stipend.

DUTIES & RESPONSIBILITIES

- Assists with organizing, directing, and implementing all phases of the designated sports program, including practice sessions, on campus recruitment, counseling, training, and conditioning.
- Assists with directing and coaching the designated sports program according to California Interscholastic Federation (CIF) standards, rules and regulations; adheres to the operating principals of the CIF, as well as the Code of Ethics for Coaches. Communicates and facilitates an environment where student-athletes adhere to the CIF Code of Ethics for Athletes.
- Foster among the participants and spectators an appreciation of the values of athletics, a desire to win, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Assists with monitoring the academic performance of student-athletes and intervenes when expectations are not met by conferring with the head coach, athletic director, teacher(s) and/or parents.
- Communicates regularly with students, parents, administrators, Associated Student Body, faculty, and high school coaches. Demonstrates awareness, commitment, and adherence to Conference rules.
- Works collaboratively with the head coach, athletic director, site principal, faculty, district office staff, and parents utilizing courtesy, tact, and diplomacy.
- Establishes and maintains effective, cooperative working relationships with those contacted in performance of duties.
- Assists with directing the training, conditioning, and performance of the athletic team.
- Acts as a positive influence on the behavior of members of his/her staff & team.
- Attends and personally directs the team at athletic contests and be present at all athletic competitions as directed by the head coach.
- Responsible for the supervision of athletes at all practice and competitions that shall comply with all applicable CIF regulations and District guidelines.

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- Recommends to the head coach the type and amount of equipment and supplies needed to conduct the program.
- Assists with the inventory and care of equipment.
- Advises the head coach of the condition of athletic facilities and needs for their preparation and maintenance.
- Assists the head coach and athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the CIF.
- Recommends to the head coach and athletic director the removal of athletes from the team when behavior expectations, training, and/or eligibility regulations have not been met.
- Assists the head coach to ensure all fund raising activities are compliant with, Hemet Unified School District and school site policies and CA law.
- Assists the head coach to ensure all student-athletes have been cleared for participation by the athletic director before the regular practice season begins.
- Assists the head coach to advise the athletic director as to the preparation of schedules for his/her respective sport.
- Recommends to the head coach/athletic director those students who qualify for a varsity letter.
- Performs other duties as assigned by the head coach and/or athletic director.

MINIMUM QUALIFICATIONS

Knowledge of:

- The operating principles of the CIF and the Code of Ethics for Athletes and Coaches.
- Rules and strategies of the designated sport
- Physical capability and limitations of the age group being coached
- Character building aspects of sports
- Effective management and leadership skills.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.
- Collaborative problem solving

Ability to:

- Coordinate and implement program standards and procedures and assure compliance with applicable State and federal regulations
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Train and supervise the performance of assigned personnel
- Use tact, patience, and courtesy when interacting with others

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- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Observe health and safety regulations

EMPLOYMENT STANDARDS

Experience

- Successful high school or above coaching experience within the last 5 years is desirable.
- Demonstrated ability to lead and direct a sports program.
- Past performance demonstrates compatibility with District culture and standards.

Licenses/Certificates

- Valid California Driver's License and evidence of insurability
- Department of Justice/FBI Fingerprint Clearance
- Current TB Clearance
- Current CPR certification
- Current First Aid certification
- Current Concussion in Sports certification
- Fundamentals of Coaching certificate
- Current Water Safety certification (for coaches of water sports)
- Boundary Invasion Training
- All other regulatory requirements

WORKING CONDITIONS WHICH MAY OCCUR

ENVIRONMENT

- Moderate exposure to unusual elements such as extreme temperatures and/or loud noises
- Variable hours
- Subject to driving to a variety of locations to conduct work during day and evening hours
- Travel by bus
- Walking over rough or uneven surfaces

PHYSICAL ABILITIES

- Hear and speak to exchange information
- Bending at the waist; kneeling, or crouching, to help students and staff
- Occasionally reaching overhead; above shoulders, and horizontally
- Occasional carrying, pushing, pulling or lifting up to 25 pounds

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- Sitting, standing, and/or walking for extended periods
- Mobility to travel to various school sites, and workshops required.
- Visual ability to monitor team workouts and contests
- Dexterity of hands and fingers to demonstrate applicable sport skill/method
- Physical agility and stamina

HAZARDS

- Dust, dirt, pollens, depending on designated sport
- Possible work around heavy equipment
- Possible exposure to blood borne pathogens
- Dealing with mild to severe sports injuries

EMPLOYMENT STATUS

Extra Pay Assignment per Hemet Teacher's Association contract for certificated bargaining unit members

OR

Seasonal assignment for workers not represented under the Hemet Teacher's Association Contract

March 2014