

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Assistant Athletic Coach

**REPORTS TO:** Head Coach

**SUPERVISES:** N/A

**BASIC FUNCTION:** To assist the Head Athletic Coach with team activities.

**REPRESENTATIVE DUTIES:**

The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance.
- Promote sports in the schools and community;
- Assist with planning the program, including the organization and supervision of practices;
- Communicate effectively with students, parents and the community the objectives of the program;
- Assist the head coach with the establishment of fair and practical rules and regulations that all athletes must obey;
- Assist with teaching individual fundamental skills, team play, team strategy and rules and regulations of the sport;
- Assist with teaching good sportsmanship and self-control, and ensure respect is shown to visiting or hosting coaches, players and supporters;
- Assist the head coach in the verification of eligibility of participants, including insurance coverage, completion of an annual physical and parent consent. KHSAA requirements must be enforced. Satisfactory academic progress must be required, and athletes must be made aware of academic expectations and requirements;
- Provide and maintain clean, orderly and secure facilities;
- Provide students a proper role model, emotional support, patience, a friendly attitude and general guidance;
- Assist in conducting learning experiences with small groups of student athletes;
- Assist the head coach in the recommendation of equipment, supplies and uniforms as appropriate for the health, safety and welfare of student athletes;
- Assist the head coach with the development of opportunities for all students interested in participation on the team;
- Assist the head coach in providing leadership and coaching techniques to make Lee County Schools competitive with other school districts in the district and region;
- Assist the head coach in monitoring and working within the team budget and planning of fundraisers;
- Assist the head coach in maintaining acceptable and responsible behavior on buses and at other venues during travel;
- Encourage students to appreciate and value their classmates, school, and community.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- The rules specific to the sport;
- Successful experience working with students;
- Excellent organizational ability;

**ABILITY TO:**

- Establish and maintain cooperative and effective working relationships with students, parents, staff and community members;
- Communicate effectively both orally and in writing;
- Commit to report to work on a regular and punctual basis;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Perform all other related work delegated or required to accomplish the objectives of the program.
- Observe health and safety regulations

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting, and/or walking;
- Moderate jogging and running;
- Requires bending, squatting, crawling, climbing, reaching;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires the ability to lift, carry, push, or pull light to heavy weights.

**EVALUATION:**

- Annual development of Professional Growth Plan;
- Annual evaluation of job performance by supervisor.

**EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- Previous experience as a coach or participant on a team;
- High school diploma or GED certificate;
- For KHSAA Sanctioned sports meet all coaching requirements in KHSAA bylaw 25
- Current certification in first aid and CPR;
- Completion of KHSAA training programs as applicable;
- Completion of required district training programs as applicable.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date: