



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Assistant Coach	<b>Location:</b>	School Site
<b>Reports To:</b>	Head Coach, Athletic Director, Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Certified	<b>Status:</b>	Part-time
<b>FLSA Status:</b>	N/A	<b>Benefit Eligible:</b>	No
<b>Work Year:</b>	Dependent on Sports Schedule		

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### Qualifications

- Previous successful coaching or playing experience or knowledge in the assigned sport
- Must have knowledge of the background in the assigned sport
- Knowledge of basic rules of the activity and specific safety concerns
- Ability to work effectively with other coaches, staff and students
- IVP fingerprint clearance card through AZ Department of Public Safety
- All assistant coaches, whether paid or volunteer must complete the NFHS Fundamentals of Coaching course, or approved equivalent, within forty five (45) days from the date of hire. Additionally, all head and assistant coaches, whether paid or volunteer, and all registered officials, shall complete the NFHS online education course entitled "Concussion in Sports – What You Need to Know".
- Hold a valid Arizona Teaching Certificate, Arizona Coaching Certificate, or have completed each of the following criteria from the National Federation of State High School Associations online at [www.nfhslearn.org](http://www.nfhslearn.org) (Level I Certification) within forty five (45) days from date of hire:
  - Fundamentals of Coaching
  - Sport specific course or teaching sport skills if sport is not offered This certification shall be on file or recorded in the office of the principal or his/her designee

### Function

To carry out the aims and objectives of the sports program as outlined by the head coach and school administration. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formation of moral values, pride of accomplishment, acceptable social behavior and self-confidence.

The success of the athletic programs has a strong influence on the community image of the entire system. The public exposure is a considerable responsibility and community/parent pressure on the winning performance is taxing, but must not over-ride the objective of good sportsmanship, good mental health, and the safety of the athletes.

### Responsibilities and Requirements

- Knowledge of existing school district, state, and conference regulations and ability to carry them out
- Maintain discipline and work to increase morale and cooperation within the school sports program and school community
- Understand the proper administrative line of command and refer all requests or grievances through proper channels
- Monitor student athlete's academic progress through reports sent by the Athletic Office
- Complete and submit necessary injury reports to the Athletic Office
- Accountable for all equipment- arrange with the head coach for the inventoring, issuing, storing and reconditioning of equipment
- Examine locker rooms before and after practices and games, checking on general cleanliness and damage of the facility
- Supervise the locker room and the other areas used by the respective team
- Must be present until the last student athlete leaves
- Be prepared to hold scheduled sports events or practices and adheres to scheduled facility times
- Help coordinate practice sites and times with the Athletic Office
- Assist in the preparation and cleanup of playing areas for practice and/or contests
- Supervise practices, games, and team trips- take all necessary measures to safeguard each participant
- Assist the head coach in carrying out his/her responsibilities
- Strive to improve skills by attending clinics and using resources made available
- Turn in team roster to the Athletic Office a week before the first game
- Prepare and submit reports and information required by the Athletic Office



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- Always have in possession at all practices and games a player's emergency card
- Supervise athletes and team assigned
- Assume supervisory control over all athletes in program when such control is needed

### **Physical Demands and Work Environment**

- Physical effort
- May require lifting equipment and supplies weighing up to 50 pounds

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.