

**POPE COUNTY CUSD #1  
JOB DESCRIPTION**

**TITLE:** Assistant Coach/Volunteer Coach

**PAY SCHEDULE:** Per Collective Bargaining Agreement

**QUALIFICATIONS:**

- Must be at least 19 years old
- Must meet IHSA coaching certification guidelines (high school only)
- Previous experience as a coach preferred
- Has knowledge and background in the sport

**REPORTS TO:** Head Coach, Athletic Director, Building Principals

**JOB GOAL:** To carry out the objectives of the sports program as outlined by the head coach. Instruct athletes in team and individual fundamentals, strategies, and physical training necessary for them to realize individual and team success.

**MAJOR RESPONSIBILITIES AND DUTIES**

- Has thorough knowledge of District athletic policies/procedures and is responsible for the implementation of these policies
- Understand and follow the proper administrative line of command and refer all requests or grievances through proper channels
- Assist in the implementation of the program as outlined by the head coach. Is loyal and supportive even though philosophical differences may exist
- Assist the head coach in the issuing, fitting, and monitoring the condition of the equipment used in the sport coached
- Carry out scouting responsibilities as assigned by the head coach
- Conduct oneself as a positive role model
- Promote and encourage fair play, good sportsmanship, and ethical standards of conduct both on and off the field of play
- If the situation necessitates, assume the position of head coach and function as such
- Performs related duties as assigned by the head coach, building principal or athletic director in accordance with the school policies and practices