

## **Laramie County School District #2 Assistant Athletic Coach Job Description**

**TITLE:** Assistant Athletic Coach

**QUALIFICATIONS:**

- a) Valid Wyoming Coaching Certification.
- b) Has knowledge and background in the assigned sport.

**REPORTS TO:** The head coach and Director of Athletics, who provides overall objectives and final evaluation in conjunction with the high school principal.

**SUPERVISES:** Athletes and team assigned. Assumes supervisory control over student participants in program when such control is needed.

**JOB GOAL:** To carry out the mission and objectives of the sport program as outlined by the head coach and school administration; to instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success

**DUTIES AND RESPONSIBILITIES:**

- a) Has a thorough knowledge of all athletic policies approved by the Laramie 2 Board of Trustees and is responsible for their implementation by the entire staff of the sports program.
- b) Has knowledge of district, conference and WYHSAA regulations; implements same consistently and interprets them for staff.
- c) Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
- d) Maintains discipline and works to increase morale and cooperation within the school sports program and school community

**ADMINISTRATIVE DUTIES:**

- a) Assists the head coach in scheduling, providing transportation to contests, tournaments and special sport events.
- b) Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with custodial, maintenance and school employees
- c) Provides documentation to the athletic administrator needed to fulfill state and local requirements concerning physical examinations, parental consent and eligibility
- d) Provides proper safeguards for maintenance and protection of assigned equipment sites

**RESPONSIBILITIES TO STUDENT ATHELETES:**

- a) Assists the head coach in distribution of training rules, covenants, LCSD# 2 Athletic Handbook, and any other unique regulations of the sport to each athlete who is considered a participant.
- b) Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant
- c) Is present at practices, contests, meetings and any other assigned duties by the head coach

#### EQUIPMENT AND FACILITIES:

- a) Monitors equipment rooms and coaches' offices and authorizes who may enter
- b) Permits athletes to be in authorized areas at the appropriate times, and supervises them.
- c) Examines athletic facilities before and after practices and games, checking on general cleanliness of the facility
- d) Secure all doors, lights, windows and locks before leaving building if custodians are not on duty
- e) Instills in each player a respect for equipment and school property, its care and proper use

#### PROGRAM RESPONSIBILITIES:

- a) Assists the head coach in carrying out his/her responsibilities
- b) Issues press releases and school announcements as assigned
- c) Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach
- d) Works within the basic framework and philosophy of the head coach of that sport
- e) Attends all staff meetings.
- f) Supervises players before, during and after practices and contests. Ensures all athletes are safely on their way home before leaving the facilities.
- g) Helps in the planning, implementation, and supervision of both in-season and off-season conditioning, weight programs, summer league play, team camps, clinics and other skill development activities
- h) Strives to improve skills by attending clinics and using resources made available by the head coach
- i) Performs other duties that are consistent with the nature of the position and that may be required by the head coach