



PURPOSE:

- The Assistant Coach will work within the assigned athletic program and under the direction of the Head Coach. The Assistant coach will provide instruction in the fundamental skills necessary for individual and team success. All coaches contracted by the district will be considered Assistants to the Head High School Coach of the assigned sport.

REPORTS TO:

- Principal

QUALIFICATIONS:

- Previous coaching experience of the assigned sport is preferred.
- Previous experience as a participant of the sport assigned is preferred.
- Teaching experience is preferred.
- Valid Oregon teacher certification is preferred.
- College training in coaching is desirable.
- Valid First Aid and CPR cards.
- Blood borne pathogen training.
- Blood spill training
- NFHS Training
- Steroid in-service
- Maintain a valid Oregon Driver's License and personal transportation
- Mini bus certified

ESSENTIAL DUTIES & RESPONSIBILITIES

Knowledge of the following:

- Rule and regulations of the sport to which assigned.
- Fundamentals, techniques and strategies of the sport to which assigned.
- Safety factors involved in the sport assigned.
- Physical ability and limitations of the level he/she is teaching.
- Jackson County School District 9 Athletic Policies.

Skills:

- Ability to work cooperatively with staff, students and the public.
- Maintain satisfactory attendance and punctuality.
- Must be able to demonstrate basic skills of sport to which assigned.
- Must have the ability to organize, teach, supervise and evaluate.

Attitudes:

- Must be positive.
- Must be enthusiastic.
- Must possess a willingness to cooperate and to adjust to various situations.
- Must exhibit exceptional integrity and character at all times, and serve as a positive role model in the school and community.
- Must observe appropriate relationships and boundaries with students at all times.

GENERAL RESPONSIBILITIES:

- Has knowledge of and adheres to all the Athletic Policies endorsed by the Eagle Point Board of Education.
- Has knowledge of and adheres to all Oregon School Activities Association rules and regulations as well as Southern Sky
- Conference and Southern Oregon Middle School Association guidelines.
- Submit a complete supply and equipment inventory for their sport to the head coach.
- Adhere to the Jackson County School District 9 employee work rules.
- Participate in and complete the District's extra comp evaluation.



- Perform and support administrative duties as required by state, conference, district and building athletic regulations.
- Understands the proper administrative line of command and refer all requests or grievances through proper channels.
- Be present at all games and practice sessions unless cleared by the principal.
- Arrive in advance of the athletes and stay until all athletes have left the school site.
- Work cooperatively with the building administration and the head coach to develop athletic regulations.
- Attend in-services and staff meetings unless excused by the principal or director of secondary education.
- Be current on the legal implications and responsibilities of their sport.
- Be responsible for the training and conditioning of their team members.
- Instruct athletes on training rules and enforce the District Athletic Code of Conduct.
- Issue and maintain records of uniforms, equipment and athletic supplies.
- Works to increase morale and cooperation within the school's entire athletic program.
- Adhere to the District Professional Athletic Code of Ethics.
- Secure all athletic facilities after use. (Coaches will not provide an open facility unattended by personnel contracted by the District.)
- Complete and submit for approval, a facility use agreement to the principal any time a district facility is used for non-school scheduled activity or event.
- Prepare the athletic facility for practice and contests in cooperation with the building Athletic Director/Head Coach.

STAFF RESPONSIBILITIES:

- Continues professional growth by attending clinics according to district policy and funds available.
- Performs such other duties as may be assigned by the Principal/Athletic Director/Head Coach.

ADMINISTRATIVE RESPONSIBILITIES:

- Assists in the necessary preparation to hold scheduled athletic events or practices and adhere to scheduled facility times.
- Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
- Advises the Head Coach and recommends policy, method, or procedural changes.
- Assists with the preparation of the annual season summary.

STUDENT RESPONSIBILITIES:

- Gives constant attention to an athlete's grades and conduct.
- Supervises the athletes before, during and after practices, contests, or while traveling and provides by his/her presence proper guidance and safeguards.
- Emphasize the importance of academic achievement of student-athletes.
- Assists the Head Coach with the completion of paperwork on athletic injuries.
- Directs student managers, assistants and statisticians.
- Determines discipline, in accordance with State, district and school guidelines, policies and procedures. Teaches athletes rules and procedures concerning due process when the enforcement of discipline is necessary. Contacts parents and Head Coach when a student is dropped or becomes ineligible for team rule infractions.

FINANCE AND EQUIPMENT RESPONSIBILITIES:

- Is accountable for all supplies and equipment and reports the replacement cost to the Head Coach/Athletic Office of any equipment/supplies lost or not returned.
- Examines locker rooms before and after practices and games, checking general cleanliness/damage.
- Responsible for cleanliness and maintenance of specific sport equipment.
- Secures all doors, lights, windows and locks before leaving if custodians are not on duty.
- Requires athletes to respect equipment and school property, its care and proper use.



PUBLIC RELATIONS RESPONSIBILITIES:

- Organizes parents and players for pre-season meetings.
- Maintains positive public relations with the news media, booster club, officials, volunteers, faculty, parents and fans.
- Promotes the sport within the school by encouraging maximum participation of athletes.
- Promotes the sport outside the school through the news media, booster clubs and youth groups.
- Presents information to news media concerning contest results.

Rate of Pay:

According to 2022-2023 Salary Schedule