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## **Varsity Assistant Coach Job Description**

### **Summary:**

Position is responsible for assisting the Head Coach with coaching student athletes in game strategies and techniques to prepare them for athletic competition using positive and healthy coaching techniques. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies, techniques and sportsmanship.

### **Essential Duties:**

1. Helps Head Coach to assess player's skills and helps to assign team positions.
2. Assists the Head Coach with instructing players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
3. Observes players, during competition and practice to determine the needs for individual or team improvement.
4. Assists with determining game strategy based on the team's capabilities.
5. Follows procedures that maintain a standard of pupil behavior that supports behavior expectations of the school. Works closely with Head Coach and school personnel to align discipline standards of the team with that of the school day.
6. Provides proper supervision of athletes at all times.
7. Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard.
8. Follows establish procedures in the event of an athlete's injury.
9. Follows state, regional, and district regulations governing the athletic program.
10. Models and coaches sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
11. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
12. Works with the Head Coach to develop a policy for awards and submits a list of award winners at the end of the season.
13. Participates in special activities to include parent's information night, physicals night, banquets, and pep assemblies.
14. Maintains a copy of eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records per assigned by the Athletic Director.
15. Models nondiscriminatory practices in all activities.
16. Helps head coach with an off season workout regimen and program. Works with head coach and other sports to best manage the program knowing student's participation in other activities.
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### **Other Duties**

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the Head Coach, CEO, Principal, Athletic Director or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

1. Past coaching experience in the sport or experience playing the sport as a high school or college athlete preferred.
2. Must have the capacity to show effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Have experience establishing and maintaining effective working relationships with school administrators, parents, and students.
5. Current clearances and certifications in the following, if not current must be current by the start of the season.
  - Red Cross First Aid OR NFHS First Aid, Health and Safety for Coaches
  - NFHS Concussion In Sports -- What You Need to Know OR ConcussionWise
  - NFHS Sudden Cardiac Arrest OR CardiacWise
  - PA criminal background check
  - PA Child abuse clearance
  - FBI Fingerprints

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible



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tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment (gymnasium, cafeteria, classroom, hallways) or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None

**Supervision Received:** Head Coach, CEO, Principal & Athletic Director

\*This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Head Coach, Principal & Athletic Director or appropriate administrator.

Chester Charter School for the Arts reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received and read this job description.

\_\_\_\_\_  
Employee Name (Print)                      Signature                      Date

\_\_\_\_\_  
Athletic Director (Print)                      Signature                      Date

\_\_\_\_\_  
Chief Executive Officer (Print)                      Signature                      Date



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