**Position:** **Assistant Coach**

**Office**: Athletic Department

**Reports to:**  Head Coach, Director of Athletics and Principal

**FLSA Status**: Exempt

**Date prepared**:

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Coach)*

*(Supervisor)*

**PURPOSE**

The **Assistant Coach** is responsible for providing the Head Coach with assistance in management and supervision of the assigned Athletic program at **Monsignor Edward Pace High** **School.**

The **Assistant Coach** performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami and **Monsignor Edward Pace High School.**

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

**Goals and Performance Responsibilities:**

* Serve as a freshman or junior varsity coach and be classified as an assistant to the head coach.
* Assume the responsibilities for the development of the specific team

within the total program, under the direction of the head coach.

* Attend all coaches’ meetings called by the head coach.
* Carry out assignments as prepared by the head coach, assisting head coach in carrying out objectives for total program.
* Assist the head coach in the distribution and collection of equipment, supplies, and uniforms.
* Participate, attend, and/or contribute to special awards programs, promotional programs, and other programs or activities deemed important to the sport by the head coach.
* Be responsible for the security of all facilities used by the team and coach when the head coach is not present.
* Be responsible for the conduct of the student athlete and other involved students at all times (i.e. practices, games, bus rides, school locker room, etc.)
* Demonstrate professionalism in interpersonal relationships, showing respect for officials, the press, opposing coaches, parents, fans, student athletes, fellow coaches, and teachers.
* Work to promote school spirit.
* Develop teamwork, morale, sportsmanship, courtesy, fair play, and strict adherence to rules of training and conduct. Promote academic excellence among the athletes.
* Work to promote unity on the coaching staff within the framework of the athletic department.
* Foster a positive work environment.
* Exercises self-control and perseverance when dealing with students.
* Completes paperwork accurately. Verify and correctly enter data.
* Perform any other duties or responsibilities directly related to the coaching position as directed and needed.
* Learn, become familiar with and adhere to the Florida High School Athletic Association guidelines that pertain to your sport. The FHSAA is located in Gainesville; FL is the governing body for all interscholastic high school athletic contests. Any communication with this organization should come through the office of the Athletic Director and Principal.

**SUPERVISORY RESPONSIBILITIES**: none

**QUALIFICATIONS:**

To perform this job successfully, and 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

* Minimum: High School diploma or GED
* Preferred: High School diploma plus experience in coaching sport of assigned athletic program.
* Possess and maintains a moral character that is in congruence with the expectations of the Archdiocese of Miami and the Mission of Monsignor Pace High School.
* Possess a first-rate knowledge of the sport assigned including but not limited to, knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and prescribe corrective activities to close skill gap.
* Possess a superior ability to communicate with parents and students.
* Experienced in applying first aid, including the ability to address situations dealing with blood, bodily fluids, and tissues.
* Demonstrated professionalism and ability to foster positive work environment.
* Ability to manage time effectively.
* Skilled at managing individual, group, and organizational interactions.
* Ability to lead with consistency and maintain professionalism in challenging situations
* Skilled at resolving conflict and coaching others to work out conflicts.

**Language Skills.**

1. Good oral and written English-language communication skills, including clear speaking voice.

**COMPETENCIES**

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| The following characteristics and physical skills are important for the successful performance of assigned duties. |
| * **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. |
| * **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others. |
| * **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems. |
| * **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. |
| * **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. |
| * **Establishing and Maintaining Interpersonal** **Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time. |
|  |
| * **Coordinating the Work and Activities of Others —** Getting members of a group to work together to accomplish tasks. |
| * **Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others. |

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Duties may require bending, crouching, kneeling, reaching, and standing.
* Duties may require lifting, carrying, and moving work-related supplies/equipment.
* Duties may require operating and/or riding in a vehicle.
* Duties may require traveling to meetings and work assignments.
* Duties may require wearing protective clothing and using safety equipment.
* Duties may require working extended hours.
* Duties may require working under time constraints to meet deadlines.
* Potential for exposure to adverse weather conditions and temperature extremes.
* Potential for exposure to blood-borne pathogens and communicable diseases.

**DISCLAIMER:** The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.