

# Assistant Coach

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Assistant Coach

QUALIFICATIONS:

- I. Education/Certification: High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval. High School coaches must maintain MPA coaches' certification. Middle school coaches must take first aid course and be CPR certified.
- II. Special Knowledge:
  - I. Knowledge and background in the assigned sport.
  - II. Has the ability, desire and knowledge to be totally conscious of the sensitive nature of adolescent development. It is expected that this role will empower the coach with the ability to provide the student with an atmosphere in which each person is treated with respect and dignity, the opportunity is available to improve skill development, and there is a climate conducive to accumulation of knowledge through a cooperative learning experience. Through his/her conduct, the coach will provide for the expression of professional attributes, good sportsmanship, and serve as a positive role model for our students.
- III. Experience: Previous coaching experience in the sport assigned is desirable.

REPORTS TO: Head Coach and Athletic Administrator

JOB GOAL:

- I. To carry out aims and objectives of the sport as outlined by the Head Coach.
- II. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

PERFORMANCE RESPONSIBILITIES:

- I. Has a thorough knowledge of all Athletic Policies approved by the Cape Elizabeth School Committee and is responsible for its implementation.
- II. Conducts themselves in an appropriate professional manner, serving as a role model for the student athletes.
- III. Has knowledge of existing system, state and league regulations and implements these regulations consistently.
- IV. Understands the proper administrative line of command and refers all student and parent request of grievances through proper channels. Is aware of all public/staff and departmental meetings that require attendance.
- V. Maintains discipline and works to increase morale and cooperation with the school athletic program.

WORKING CONDITIONS:

- I. Mental Demands: problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, presenting
- II. Physical Demands: sitting, standing, walking, writing, talking, demonstrating
- III. Environmental Conditions: inside, outside, working with athletes

#### MANAGEMENT DUTIES:

- I. Assists the head coach with scheduling.
- II. Assists in the necessary field preparation to hold scheduled sports, events or practices and adheres to scheduled facility times.

#### PROGRAM RESPONSIBILITIES:

- I. Assists the Head Coach in carrying out his/her responsibilities.
- II. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
- III. Works within the basic framework and philosophy of the Head Coach of that sport.
- IV. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
- V. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or becomes involved in staff discussions.
- VI. Never criticizes, admonishes or argues with the Head Coach or any staff member within ears or eyes of players or parents.
- VII. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
- VIII. Performs such other duties that are consistent with the nature of the position and that that may be requested by the Head Coach.

#### EQUIPMENT AND FACILITIES:

- I. Is accountable to the Head Coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment, and submits to the Head Coach for annual inventory.
- II. Examines locker rooms before and after practices and games, checking on general cleanliness of facility.

#### RESPONSIBILITIES TO STUDENTS:

- I. Demonstrates a caring for Cape Elizabeth School student athletes.
- II. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.
- III. By his/her/their presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.

COMPENSATION: As per negotiated CEEA agreement

SUPERVISES: Managers, Trainers and Players

EVALUATION: Conducted by the Head Coach and Athletic Administrator

School Board Approved: May 9, 2006

---

Revision #1

Created 2 January 2024 14:10:54

Updated 10 February 2025 14:24:42