

**RANGELEY LAKES REGIONAL SCHOOL**  
**JOB DESCRIPTION**

**TITLE:** Varsity Assistant Coach

**QUALIFICATION REQUIREMENT:**

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

**REPORTS TO:** Athletic Director

**SUMMARY:**

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works with the head coach in:
  - Coaching individual participants in the skills necessary for excellent achievement in the sport.
  - Planning and scheduling a regular program of practice in season.
  - Overseeing the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
  - Maintaining accurate statistics, records, and results of the season.
  - Enforcing discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
  - Maintaining competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport.
  - Establishing performance criteria for eligibility in interscholastic competition in this sport, and establishing criteria for eligibility in competition.
  - Adhering to a highly efficient and technically sound program of injury prevention and follow up.
  - Recommending purchase of equipment, supplies, and uniforms.
  - Maintaining necessary attendance forms, insurance records, and similar paperwork.
  - Accounting for all equipment or delegating the responsibility.

**EDUCATION and/or EXPERIENCE:**

- High school graduate, BA/BS preferred.
- 21 years of age (minimum)
- Appropriate coaching certification

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and routine correspondence. Ability to speak effectively before groups of students or employees of the district.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable standardized situations.

**OTHER SKILLS and ABILITIES:**

Exhibits qualities of leadership and organizational ability and reflects a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board policies.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job.

Specific vision abilities required by this job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to five directions.

**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.

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.