

**BELEN CONSOLIDATED SCHOOLS  
JOB DESCRIPTION**

**DISTRICT JOB CLASSIFICATION:** Support Person

**JOB TITLE:** Assistant Coach

**REVISION DATE:** May 1994; February 1999

**BUSINESS/FINANCE  
INFORMATION:**

<b>Department:</b>	Secondary School
<b>Salary Schedule:</b>	Increment Schedule
<b>Position:</b>	Assistant Coach
<b>Work Days:</b>	
<b>Work Location:</b>	School

**IMMEDIATE SUPERVISION:** Head Varsity Coach/Athletic Director/Building Principal

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each performance responsibility and its associated duty satisfactory. The qualification requirements listed are representative of the knowledge, skills, and/or abilities required.

- Bachelor’s degree from an accredited college or university preferred.
- New Mexico license applicable to coaching assignment.
- Current employee or non-employee authorized by board of education.
- New Mexico Activities Association certified.
- Able to demonstrate proficient application of word processing, database, and spreadsheet software.
- Able to understand and apply the concepts of strategic planning with resultant successful implementation to enhance student success and improve student achievement.
- Demonstrated understanding and application of a comprehensive athletic program that promotes participative and competitive paths for student athletes
- Embraces and encourages diversity.
- Demonstrated a willingness to seek professional development in all aspects of the professional area of teaching.
- Demonstrated ability to provide an environment and climate where creativity, success and opportunity to learn are experienced by all students.

**POSITION GOAL:** Promotes the total athletic program of Belen Consolidated Schools and teaches within assigned coaching area to effect student success and achievement as measured by standards of excellence in conduct, participation and competition.

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**PERFORMANCE RESPONSIBILITIES:**

Individual must achieve the following outcomes and perform the following duties with or without reasonable accommodation.

1. Stimulates and promotes an environment where optimal student success and growth is to take place.
2. Complies with state-approved Code of Ethics of the Education Profession.
3. Upholds and enforces rules, administrative directives and regulations, school board policies, and local, state, and federal regulations.
4. Articulates and facilitates the implementation of the mission and strategic plan of the Belen Consolidated Schools.
5. Maintains the highest level of confidentiality and professionalism and safeguards privileged information regarding students, staff, parents/community and school matters.
6. Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative regulations.
7. Pursues the self-actualization of character attributes for all students and self and the maintenance of student discipline in accordance with district policy and procedures.
8. Complies with federal and state statutes and regulations, board policy and procedures in all personnel regulations and procedures pertaining to school personnel.
9. Complies with federal and state statutes and regulations, board policy and procedures in all school budget and business/finance operations as directed by the athletic director and the business/finance director.
10. Abides by all policies, rules and regulations of the New Mexico Activities Association.
11. Assumes responsibility for the safety and welfare in all situations in which there is the duty of supervising assigned student athletes.
12. Ensures supervision of assigned student athletes during the prior to, during, and after the term of an athletic activity.
13. Assists the Head Coach in Planning and controlling team events, team practices and execution of athletic activity game plan.
14. Reports incidents involving student athletes and/or misconduct of student athletes to the head coach, athletic director as soon as it is practical.
15. Promotes good sportsmanship and proper conduct of student athletes during the term of an athletic activity and/or representing the school or school district.
16. Assists in submitting within designated timelines requests for approval for supplies, materials, equipment, meals, transportation and other items that are related to the management of the assigned athletic program.
17. Assists in obtaining prior written authorization from the head coach, athletic director/building principal for team fund raisers and activities.
18. Delivers to participating students through effective teaching practices the instruction of skills to maximize student demonstration of those skills in accordance with established benchmarks.
19. Performs duties and responsibilities within and in accordance with evaluation competencies and specific instructions/procedures given by the athletic director and/or building principal.
20. Participates in the development and implementation of the school's improvement goals in athletics as part of the school's extra-curricular program.
21. Develops athletic program performance objectives for self, group, and student achievement.
22. Practices appropriate supervision and management techniques to establish a productive athletic program and contribute to the school's positive teaching and learning environment.
23. Uses available technology and software applications effectively and efficiently to promote assigned athletic program.
24. Participates in the design and administration of the school district's athletic program to evaluate factors which may lead to improvement of quality indicators within the school district and its member schools and athletic department.
25. Prepares and presents school and student reports as required in the performance of the job assignment(s)
26. May assist the head coach in budget preparation and the subsequent monitoring of budget revenue and expenditures as it applies to job assignment(s).
27. Develops and promotes positive school/community relations.
28. Is responsible for affecting a safe school climate for all students.
29. Practices and supervises proper use and maintenance of district and school materials and equipment.
30. Interacts with individuals and groups inside and outside the district to ensure that district accountability goals are communicated and met.
31. Maintains professional relationships and works cooperatively with employees, the community, and other professionals.
32. Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
33. Attends and/or conducts staff meetings and participates on committees within area of responsibility.

34. Performs other tasks related to area of responsibilities as requested or assigned by the head coach, athletic director/building principal, or the Superintendent or his/her designee.

**PHYSICAL REQUIREMENTS:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the responsibilities and duties of this job with or without reasonable accommodation.

1. The employee must occasionally lift and move up to twenty (20) pounds in supplies which requires bending, stooping and lifting.
2. The employee must lift and carry equipment and supplies weighing up to fifty (50) pounds with assistance to and from various heights, and weighing between forty (40) and fifty (50) pounds with assistance overhead rarely.
3. The employee must be able to climb ladder and stairs one hour or more daily.
4. The employee must use hands and arms to manipulate objects.
5. The employee must use keyboards, tools, and other controls.
6. The employee must sit and stand for long periods of time.
7. The employee must be able to stand/walk and/or walk up inclines up to four (4) hours daily.
8. The employee must have normal vision and hearing with or without aid.
9. The employee must be able to move about assigned location unaided during the day.
10. The employee must be able to perform athletic skill, treatment of injuries or demonstrations of athletic skill or treatment working at floor to knee level on a daily basis.

This position description indicates the general nature and level of work expected of individual. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of individual. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the individual's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the Belen Consolidated Schools are housed in the Human Resources Department and are updated periodically. Copies are available on request. The district reserves the right to make changes in any and all job descriptions as district needs require.

**JOB DESCRIPTION REVIEW:** Signature by employee acknowledges receipt of this job description and acceptance of its duties and responsibilities. In accepting this position I certify that I am able to perform these duties, with or without accommodation, and that I will inform my supervisor immediately of any change in this regard. I also agree to follow district safety rules and accident reporting procedures.

**LOCATION NAME:** \_\_\_\_\_

**ASSIGNMENT:** \_\_\_\_\_

**SIGNATURE OF EMPLOYEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE OF IMMEDIATE SUPERVISOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF SUPERVISOR:** \_\_\_\_\_

This job description must be accompanied by a performance appraisal plan to be complete.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*