

Job Description

Job Title: Assistant Football /JV Coach

Supervisor: Principal & Athletic Director

Position Code:

Pay Grade: Supplement pay plan

Job Classification: Exempt

Job Summary

Position is responsible for assisting the varsity head football coach and with organizing the JV football program at the assigned school. Position conducts practices, motivates and instructs student athletes in game strategies and techniques for JV team.

Essential Duties

1. Works with players during practices and games.
2. Holds organizational meetings for team prospects and encourages students to participate.
3. Assesses skills and assigns team positions.
4. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
5. Works with the athletics director in scheduling facilities for practices and games.
6. Coaches and instructs athletes, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes athletes, during events and practice to determine the needs for individual or team improvement.
8. Establishes and maintains standards of pupil behavior and provides proper supervision of students at all times.
9. Monitors the academic performance of team members to ensure that eligibility requirements are met.
10. Follows established procedures in the event of an injury.
11. Conferences with parents/guardians, as necessary, regarding the performance of their student.
12. Follows state, regional, and district regulations governing the program.
13. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
14. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
15. Follows established procedures in the event of an athlete's injury.
16. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
17. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
18. Maintains and oversees eligibility forms, emergency data cards, insurance records, equipment & uniform inventory.
19. Assist the varsity football coach when needed.
20. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

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 Principal & Athletic Director or other appropriate administrators.

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)

Some experience as an assistant football/head football coach at the high school or college level preferred. Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions & Physical Requirements

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 tones so that others may understand clearly; physical agility to lift up to 25 pounds; 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. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: 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 Principal & Athletic Director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

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

Employee Name (Print) Signature Date

Revised 02/2022 CR