

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Assistant Coach Level I

**Supervisor:** District Athletic Director  
Head Varsity Coach

**FLSA Status:** Non-Exempt                      **Employee Group:** Differential

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#### Qualifications:

1. Valid Illinois Teaching Certificate or meet current IHSA eligibility regulations for coaches
2. Previous experience in coaching or participation in sport preferred

#### Terms of Employment:

- Starts with IHSA opening practice date and ends with IHSA final contact date (end of July)
- Differential
- Year to Year Contract

#### Duties and Responsibilities:

1. Carry out the rules of the sport, regulations in IHSA handbook, Target and district policies and responsibilities in the coaches hand book.
2. Assist in proper registration of all athletes, issuing equipment and gathering information for season reports and eligibility.
3. Meet with team to discuss IHSA, Target and district policies with athletes.
4. Assist with pre-season training programs set by head coach.
5. Assume responsibility for care of equipment and facilities.
6. Assume supervisory control over athletes and teams assigned, to include imposing discipline in a firm and positive manner.
7. Attend all contest and practices.
8. Instruct players in rules of game, sportsmanship, rule changes, new development and ideas.
9. Create reports as requested by head coach and/or athletic director.
10. Perform scouting.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
13. Represent the Harlem Consolidated School District in a professional manner.
14. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.