

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Middle School Assistant Coach

Supervisor: District Athletic Director
Middle School Athletic
Director
Head Varsity Coach
Head Coach of
Corresponding Level

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

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 of 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 per-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 contests 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 strategies and resources encompassing all forms of diversity while promoting equity and inclusion.