



AIMS K-12 College Prep Charter District

Title: Assistant Athletic Coach

Category: Classified

Work Year: School Year

Employment Type: Part Time

Stipend: \$2000

Supervisor: Athletic Director

JOB GOALS: The Assistant Athletic Coach believes in, and is passionate about the mission and commitments of AIMS High School and exhibits this through their leadership, reflection, execution of school culture, and collaboration to ensure the success of our student-athletes. The Assistant Athletic Coach is responsible for helping in the design and implementation of the assigned team. They will be responsible for following the guidance of the Head Coach in teaching student-athletes competitive techniques to prepare them for events and competitions.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Plan, organize, and direct the particular and assigned team.
- Instruct and demonstrate skill sets and techniques necessary for individual and team development.
- Ensure that team rules and regulations regarding conduct and eligibility of the athletes are clearly communicated and followed.
- Help plan, organize, advertise, and conduct tryouts for the particular sports program; inform the Athletic Department and participants of final selections. Maintain the integrity of the selection process.
- Consult with the Athletic Director and Head Coach regarding any off-season training programs including scheduling dates for summer camps/practices, uniform fitting, pre-post tryout informational parent meetings.
- Create a safe environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Supervise athletes at all times during practices, transport to games, games and until athletes have been picked up by guardians, or make arrangements to ride public transportation.
- Model good sportsmanship behavior and maintain appropriate conduct towards the opposing team, fans, parents, officials, spectators and community.
- Must be eligible to transport student-athletes to and from all contests

Training and Safety

- Obtain/maintain required NFHS and First Aid/CPR certifications required by the BACSAC and CIF
- Complete required safety training for basic first aid and injury prevention available through SafeSchools and NFHS Learn, including, but not limited to:
 - Annually - mandated reporter, bloodborne pathogens, concussion in sports, sudden cardiac arrest, heat illness prevention <https://www.nfhslearn.com/>
 - Every Two Years - CPR and First Aid: <https://www.cprcertified.com/>
 - At time of hire - Fundamentals of Coaching or certificate of completion in a previous sports season
- Attend seasonal informational meeting regarding your sport
- Enforce all academic requirements set forth by CIF, BACSAC, and OAL

QUALIFICATIONS:

- Athletic Coaching experience preferred
- Experience managing, training, and leading groups of students
- California Drivers License
- Experience in working with K-12 students
- Fingerprinting and TB requirements

KNOWLEDGE AND ABILITIES:

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet the driving and transportation requirements.
- Ability to adapt and align on school-related initiatives.
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 20 Walking: 75 Sitting: 5

Minimum Body Movement (Frequency): 4

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending October 2023 Board Approval