



AIMS K-12 College Prep Charter District

Title: Assistant Athletic Coach

Category: Classified

Work Year: Seasonal

Employment Type: Part Time

Stipend: \$2000

Supervisor: Athletic Director

JOB GOALS: The Assistant Athletic Coach supports the Head Coach in the management and coaching of a specific sports program at AIMS K-12 College Prep. This role involves assisting with practice sessions, game preparation, and administrative tasks to ensure a positive and successful athletic experience for student-athletes.

ESSENTIAL JOB DUTIES:

- Assist in teaching the skills, rules, and attitudes necessary for successful competition.
- Support the Head Coach in conducting practice sessions and developing training plans to improve athlete performance.
- Provide individualized feedback and instruction to student-athletes to enhance their skills and abilities.
- Help schedule and supervise team practices, ensuring athletes have a structured and productive environment.
- Assist in arranging transportation for away contests and ensure all logistics are coordinated for game days.
- Ensure the proper completion of physical examinations and all forms relating to examinations and emergency medical authorization before student participation.
- Maintain a safe practice and competition environment, following all safety guidelines and protocols.
- Supervise athletes at all times during practices, transport to games, games, and until athletes have been picked up by guardians or have made arrangements to ride public transportation.
- Assist in monitoring the conduct of student-athletes to ensure they represent the school positively at all times.
- Maintain accurate attendance records for student-athletes on game days.
- Assist in the collection and inventory of team uniforms and equipment.
- Help plan, organize, and advertise logistics for the sports season, including tryouts and parent meetings.
- Assist in planning team events such as awards ceremonies and banquets.
- Maintain open communication with the Head Coach, Athletic Director, and other stakeholders to ensure alignment and effective team management.
- Provide support in organizing and disseminating team information, schedules, and updates to athletes and parents.

QUALIFICATIONS:

- Minimum 1-2 years of relevant professional work experience preferred
- Coaching experience preferred
- Previous coaching experience or experience working with student-athletes.
- Strong organizational and communication skills.
- Ability to work collaboratively with coaches, students, and school staff.
- Commitment to promoting a positive and inclusive team culture.

CERTIFICATION REQUIREMENTS:

- NFHS Certification (First Aid, Health and Safety Fundamentals of Coaching, Concussion, Heat Stroke, COVID-19 Safety)
- CPR/First Aid Certification

KNOWLEDGE AND ABILITIES:

- Basic coaching techniques and strategies for the specific sport.
- Safety guidelines and risk management practices in athletic settings.
- School policies and procedures related to athletics.
- Support and motivate student-athletes in a positive manner.
- Communicate effectively with students, parents, and staff.
- Assist in planning and organizing athletic practices and events.
- Foster a supportive and inclusive athletic environment.

PHYSICAL ACTIVITY REQUIREMENTS:

- **Minimum Work Position (Percentage of Time):**
 - Standing: 20
 - Walking: 75
 - Sitting: 5
- **Minimum Body Movement — None (0), Limited (1), Occasional (2), Frequent (3), Very Frequent (4)**
 - Frequency: 4
 - Lifting (50 lbs.): 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.

Board Approval: Pending Board Approval