

### Job Description for Assistant Coach - Track

**General Qualifications:** The Assistant Coach, working under the supervision of the Head Coach and Athletic Director. He or she assists in achieving maximum efficiency in the program by utilizing all available resources while operating within the rules and regulations of the school.

#### Specific Responsibilities:

- Responsible for assisting head coach in selecting and evaluating of student athletes. Also, responsible to attend practice sessions, meetings, and other assignments as requested by the head coach and/or Athletic Director.
- Attend various meetings, as needed, to ensure smooth communication and implementation of plans. Responsible to ensure that all external and internal required reports are complete, accurate, and submitted on time or as scheduled.
- Communicate with student athletes clearly and effectively including the philosophy and fundamental skills associated with the sport. Stress good sportsmanship, safety, and the values of athletics, positive community relations and a positive image of the school to students, staff, and opponents.
- Assist in game administration and management as well as follow and carry out recommended techniques, methods, etc., related to the philosophies of the head coach without deviating from them before first consulting with the head coach.
- Conduct regular sport practice sessions for one and one-half or two hours on weekdays throughout the sports season in the absence of the head coach (except with the permission of the Athletic Director to cancel a particular practice session). Also, accompany and assist with supervising student athletes on sporting events at RISD and throughout the state and country.
- With instructions from the head coach, the assistant coach will provide direct supervision of student athletes in vehicles, locker rooms, gyms, playing fields, cafeteria, and library during sport practices. Coaches must wait with the student athletes until all members of the team have been picked up from an event. The assistant coach will supervise and instruct student athletes and managers in caring for and storing equipment and supplies; maintaining lockers, showers, and supply rooms; washing towels and uniform; keeping scores and statistics; and securing personal items. Controls key and building security including checking out keys and returning them at the end of the season; securing all doors; and turning out lights at the completion of practice or event.
- Assist with the care of injured students, working closely with the school nurse, on the RISD campus by sending them immediately to (if possible) to the Nurse's Office. If no nurse is on duty then follow the school emergency plan for serious injuries. Report any hazardous situation to the Athletic Director and/or Head Coach in a timely manner.
- Become familiar with the ESDAA/NESD manual, by laws, and comply with all RISD policies and procedures including the RISD Coach's Handbook.
- Instruct team members as to changes in the rules, and teach the fundamentals of the sport as outlined by head coach. Report periodically to the head coach or Athletic Director any developments or unusual events in the sports program.
- Perform other tasks as assigned by the Head Coach and/or Athletic Director. Perform other tasks as assigned by the head coach and/or Athletic Director.