



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

REGIS HIGH SCHOOL ASSISTANT ATHLETIC COACH

REPORTS TO: Athletic Director and Building Principal

The assistant athletic coach is a seasonal position during the school year. The person is selected by the head coach of that sport, with the approval of the Athletic Director and Principal. The coach is to be a role model who sets a positive example for those students with whom he/she comes in contact. The coach is to always conduct him/herself in such a manner as to reflect positively on the coach and on Regis Catholic Schools.

JOB RESPONSIBILITIES:

1. Complete and have on file with the Athletic Director a Diocese of La Crosse confidential employee and volunteer questionnaire, fingerprint record, and Safe Environment training verification.
2. Model a Christian life style and support the beliefs of the Catholic Church. Incorporate prayer into games or practices.
3. Lead by example, promote good sportsmanship and show respect for Regis players, opponents, other coaches, and contest officials at all times.
4. Assist the Athletic Director and the Head Coach in the enforcement of the Regis Co-curricular Code.
5. Assist the Head Coach in the issuing of equipment, the collection of equipment at the end of the season, the taking of an inventory of equipment, and the storing of equipment away in the assigned area.
6. Assist the Head Coach in/or plan and conduct practices and coach at games for their assigned team.
7. Have knowledge of WIAA rules for your sport. If possible, attend the WIAA playing rules interpretation meeting for your sport.
8. If Regis High School keys are required/requested, a key request form must be completed and on file in the Athletic Director's office. The final paycheck will be held until keys are returned. Volunteer coaches will not be allowed to have keys.
9. A WIAA rules test, applicable to your sport, must be completed and on file in the Athletic Director's office prior to the start of the season.
10. Attend all meetings and training sessions which are necessary to maintain the position of Assistant Athletic Coach.
11. Operate in accordance with local, Diocesan, state, and federal laws, policies, regulations and codes.
12. Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
13. Maintain professional, cooperative, and friendly relationships with students, players, parents, visitors, officials, and all staff.
14. Demonstrate support of fellow employees and administration through actions and comments.
15. Assist in keeping lockers rooms, coach offices, and playing field or gym clean and orderly.
16. Perform other duties or responsibilities as assigned by the Head Coach, Athletic Director, or the WIAA which are not specified or implied within this document.

Sport

Asst. Coach's Signature

Date

Athletic Director Signature

Date

