

CLASSIFICATION SPECIFICATION

Assistant Athletic Coach

PT Class Code: 5993

Pay Grade: C10

FLSA: Non-Exempt

Rev. 08/29/19

SUMMARY STATEMENT: The incumbent is responsible for assisting the athletic coach in supporting student-athlete academic success, recruiting prospective student-athletes following the College's mission and student-athlete recruitment procedures, and planning and directing the applicable sports program/athletic team.

NATURE AND SCOPE:

This position typically reports to the head coach and/or athletic director and has joint responsibility for the coaching of a College athletic team that competes in both the fall and spring semesters. The incumbent assists the head athletic coach in supporting student-athlete academic success and development as an individual student-athlete and as a member of a team. The incumbent must recognize the academic needs of the student are primary and athletic achievement is secondary. The incumbent serves as an ambassador for the College, supporting marketing and public relations efforts for the athletic program. The incumbent is required to participate in professional development and meetings that support the athletic program and strengthen student-athlete academic success. Typical interactions include students, family members, faculty, staff, administrators, and high school and college athletics staff.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assists the athletic coach in supporting student-athlete academic success by ensuring students are meeting the College's academic progress expectations and providing and enforcing appropriate interventions when there are signs of deficiency.
2. Maintains positive relationships with Delaware high school coaches to assist the athletic coach in recruiting prospective student-athletes to ensure a team can be fielded for the duration of the entire academic year.
3. Collaborates with other coaches to plan and direct the athletic team, assigning positions, preparing players for athletic competition, developing and implementing strategies to improve performance, and determining game strategy. Continuously evaluates and adjusts plan as changes occur and players develop.
4. Models and encourages leadership, sportsmanship, teamwork, and positive citizenship.
5. Assists in verifying athlete eligibility prior to competition across multiple semesters.
6. In the absence of the athletic coach, serves as the responsible party for student-athlete safety and conduct during all team athletic practices, games, events and activities and notifies the athletic director of any issues.
7. Assists the athletic coach in supporting marketing and public relations efforts by providing game/athletic contest results and highlights in a timely manner, sharing student-athlete success stories, and promoting athletics in the community using forums such as social media.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Assists in overseeing the maintenance and inventory of sports equipment and supplies.
9. Participates in regular coaching meetings and professional development as designated by the athletic director.
10. Assists head coach in scheduling games, events, and transportation of players to games.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of rules, strategies, and techniques of the applicable sport.
- ◇ Knowledge of methods of physical conditioning.
- ◇ Knowledge of any divisional regulations pertaining to the sport.
- ◇ Knowledge of College, rules and regulations governing sports schedules and activities within and outside of College.
- ◇ Knowledge of equipment, materials, and supplies required to provide facilities suitable for the applicable sport.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to plan, organize, and direct a sports program/athletic team.
- ◇ Ability to communicate effectively.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED and one (1) year of relevant experience; or other equivalent combination of education and experience.