

SAISD Expectations and Job Descriptions For High School General Assistant and First Assistant

Mission Statement:

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

High School General Assistants are required to:

1. Serve as a role model to athletes, coaches, and faculty that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to athletes the same behavior and dress that are required of them in practice and competition.
2. Assist head coach in planning and organizing the middle school athletic program where it affects the high school athletic program.
3. Develop and foster a positive relationship with the head coach, Principal, Athletic Department, other department heads, and the community in order to solicit support for the high school athletic program.
4. Support and be loyal to the head coach in dealings with the team, media, campus administrators, or any situation that requires the assistant coach's input or cooperation.
5. Attend middle school banquets, games, and/or special events and include middle school staff in social gatherings sponsored by the high school.
6. Maintain equipment through the supervision of the equipment storage, identification, issuance procedures, and ordering policies as delegated by the head coach.
7. Be knowledgeable of good scouting techniques, film breakdowns, and be of assistance to the head coach in the planning, organizing, and implementing of practices and game situations, both offensively and defensively.
8. Promote good weight training techniques and be able to run strength and conditioning programs as assigned by the head coach or athletic coordinator.
9. Maintain up-to-date records for the athletic programs (squad lists, insurance forms, squad size forms, end of season win-loss records, physicals, parent approvals, and eligibility lists) as directed by the head coach.
10. Supervise athletes at athletic events, practices and games as assigned by the head coach.
11. Assist in recruiting athletes, and maximizing their performance through positive reinforcement, care and concern.
12. Maintain and coordinate the use of the campus facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in-season and off-season time periods as assigned by the head coach.
13. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
14. Place appropriate emphasis on the role of competitive athletics in the total development of the athlete and communicate to team members the responsibility for their decisions and their behavior both on and off the playing field.
15. Attend scheduled coaches' meetings as assigned by the Athletic Office, athletic coordinator and head coach.
16. Abide by all University Interscholastic League, San Antonio Independent School District rules and regulations, and Athletic Department policies.
17. Must be current in RCP, CPR, AED, and First Aid before coaching any athlete.
18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Visit middle schools where needed for improvement of all facets of boys and girls programs. Good team management should be practiced, utilizing effective coaching techniques. Game and practices should reflect good planning and organization.
20. Demonstrate Concern and involvement, (i.e. interest, supervision, discipline, academics) in all sports regardless of individual assignment.
21. Dress according to "Dress Code for Coaches and Athletic Trainers."
22. Attend all assigned in-service programs.
23. Follow district procedures related to student activity accounts.
24. Maintain expenditures for your sport within the athletic department assigned budget.
25. Any coach hired after August 1st, 2011 will be required to obtain a CDL Certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I understand
If I do not fulfill them I will be subject to penalty.**

Teacher/Coach Signature

Date