

**Assistant Coach (2025-2026 School Year)**

**Essential Duties and Responsibilities (Under the Direction of the Head Coach):**

1. Thorough knowledge of all athletic policies and is responsible for their implementation by the entire staff of the sports program.
2. Knowledge of existing system, state, and league regulations; implements same consistently and interprets them for staff, parents, and people in attendance during game and practices.
3. Understands the proper administrative chain of command and refers all students and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline within the sport’s program.
5. Upholds proper guidance and character during practices and competitions at home, as well as opponent’s venue.
6. Increase morale and cooperation within the school sports program and school community.
7. Reports to head coach daily for responsibilities and obligations prior to practices and games.

**Administrative Duties (Under the Direction of the Head Coach):**

1. Assist with schedule for sport events and practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
2. Assist with provides documentation to the athletic administrator needed to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
3. Provides proper safeguards for maintenance and protection of assigned equipment sites.

**Student Responsibilities (Under the Direction of the Head Coach):**

1. Provides training rules and other sport specific regulations to each student athlete.
2. Assist with supervising practices, games, and team trips. Takes all necessary measures to safeguard each participant.
3. Directs student managers and statisticians.
4. Implements school conduct code. Delineates due process when the enforcement of discipline is necessary. Assist in contacting parents when a student is alleged to have violated the athletic code.

**Equipment and Facilities (Under the Direction of the Head Coach):**

1. Accountable for all equipment. Arranges for issuing, marking, and storing of equipment and submits an annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment.
2. Recommends budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches’ offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
6. Depending on the sport coaching, the coach(s) is responsible for leaving the gym or field neat. This includes maintaining the neatness of the facilities at an opponent’s venue.
7. Secures all doors, lights, windows, and locks before leaving building if custodians are not on duty.
8. Instills in each player a respect for equipment and school property, its care and proper use.

**\*\*ASSISTANT COACHES WILL FOLLOW THE DIRECTION OF HEAD COACH AND ASSIST WITH DUTIES ASSIGNED BY THE HEAD COACH\*\***

**Assistant Track Coach (2025-2026 School Year)**

Nespelem, WA 99155, (509) 634-4541, Athletic Director, Ron Frescas, [rfrescas@nsdeagles.org](mailto:rfrescas@nsdeagles.org), PO Box 291, Nespelem, WA 99155

This organization complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the Human Resources Office.

Nespelem School District is a drug and tobacco free workplace.

This organization requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.