

**RIVERVIEW SCHOOL DISTRICT**

**BASEBALL ASSISTANT COACH  
JOB DESCRIPTION**

**TITLE:** **BASEBALL ASSISTANT COACH**

**QUALIFICATIONS:**

1. Possess leadership qualities that model maturity, professionalism, discipline, encouragement, respect, an understanding of adolescent needs and a student-focused philosophy.
2. Previous varsity assistant coaching experience from a successful high school or NCAA program.
3. Baseball playing experience at the NCAA level.
4. Must have all required clearance certifications, along with updated certifications in Concussion Management, Sudden Cardiac Arrest, and Act 126 Child Abuse Awareness.
5. Experience associated with activities related to the essential functions noted in this job description.
6. The above qualifications are required of any successful candidate. However, the Board/District shall have the discretion, but is not required, to consider any other experience which the Board/District, in its discretion, determines to be comparable or of a similar nature, and in the absence of a candidate possessing all required qualifications, may, but shall not be required to, award the position based upon comparable/similar experience.

**REPORTS TO:** Directly to the Head Coach and indirectly to the Athletic Director and Principal

**SUPERVISES:** Students athletes

**GOAL:** To work under the supervision of the head coach in order to make sure that players, equipment, and facilities are well prepared, organized and safe.

**ESSENTIAL FUNCTIONS:**

1. Assists the Head Coach in managing and directing the program
2. Assists the Head Coach in planning and implementing practices
3. Assists the Head Coach in any off-season organized tam activities

4. Abides by the Head Coach's concepts, principle and strategy
5. Assists the Head Coach with the Jr Varsity Program(if applicable), in planning and game day coaching
6. Assists the Head Coach in organizing and maintaining accurate inventory of uniforms/equipment
7. Assists the Head Coach in the evaluation of players
8. Assists the Head Coach in distributing and collecting all uniforms/equipment
9. Assists the Head Coach with any administrative duties such as attendance records, statistics and any other paperwork
10. Assists the Head Coach with any game day or practice set up and clean up
11. Rides the bus and supervises student athletes to and from all away games
12. Keeps the Head Coach and administration informed of any potential problems
13. Assists the Head Coach with any section meetings and awards ceremonies
14. Establishes and maintains effective work relationships with students, faculty, staff and parents
15. Assumes the responsibility for the conduct and sportsmanship of players
16. Instructs athletes of different academic and skill levels
17. Maintains high standards of conduct and enforces discipline, as necessary, to players
18. Assists the Head Coach with organizing youth clinics to garner elementary interest
19. Attends preseason rules meeting with the Head Coach and parents
20. Attends clinics with Head Coach to stay up to date on current trends
21. Abides by all policies as described in the Riverview School District Athletic Handbook
22. Performs such other tasks and assumes such other responsibilities as the Head Coach, Athletic Director or Principal may from time to time assign

**The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.**

**TERMS OF EMPLOYMENT:**

Supplemental

Stipend, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

**EVALUATION:**

Performance of this job will be evaluated at season end in accordance with provisions of the applicable policies of Riverview School District.

*Riverview School District is an Equal Opportunity Employer.*

*I have read and understand the requirements, duties, and responsibilities for this position.*

*Employee's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Supervisor's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_