


Beaumont Unified School District**JOB DESCRIPTION**
Jennifer Castillo (Jun 5, 2025 17:19 PDT)**TITLE:** Assistant Coach**CLASSIFICATION:** Stipend**REPORTS TO:** Varsity Head Coach, Athletic Director,
and/or Assistant Athletic Director**SALARY SCHEDULE:** Appendix A**WORK YEAR:** Seasonal**GENERAL DESCRIPTION:**

Under general supervision of the Athletic Director and/or Assistant Athletic Director, and under the direction and vision of the Varsity Head Coach, the Assistant Coach operates a comprehensive athletic program in alignment with the District's policies, procedures, values, and California Interscholastic Federation (CIF) Coaches Code of Conduct guidelines. The Assistant Coach provides support in all aspects of the specific athletic program, assists with skill development and competition preparation, and fosters a supportive environment that prioritizes teamwork, sportsmanship, and academic success.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assists with practices focused on skill development, conditioning, and mental preparation; *E*
- Assists in the team preparation for competitions by coordinating schedules, strategizing for opponents, and managing game-day logistics; *E*
- Supports student-athletes' academic and personal growth, instilling respect, responsibility, and commitment; *E*
- Ensures a safe and compliant environment in line with District policies, site procedures, CIF rules and CIF Coaches Code of Ethics; *E*
- Demonstrates and promotes professional conduct, ethics, and sportsmanship for all participants and coaches at all times, serving as a role model for student-athletes by exhibiting respectful behavior toward officials, opposing teams, coaches, and spectators, both on and off the field; *E*
- Ensures active supervision of student-athletes before, during, and after practices, home and away games, tournaments, and related sporting events including locker room areas—to maintain a safe, respectful, and orderly environment until all students have been released to a parent, guardian, or approved transportation; *E*
- Assists the Head Coach, Athletic Director, and/or Assistant Athletic Director in the management of home and away games, including travel arrangements and logistics; *E*
- Collaborates with the Head Coach, Athletic Director, and/or Assistant Athletic Director to keep official rosters up to date and accurate; *E*
- May be required to assist with the proper care and inventory of uniforms, gear, and facilities, and reports any maintenance or safety issues to administration;
- Attends meetings with the athletic department as directed; *E*
- Performs job assignment safely for the purpose of protecting people and property; *E*
- Performs other duties as assigned.

E= Essential function

JOB REQUIREMENTS/QUALIFICATIONS:

Education:

- Any combination of education or training that would likely provide the required knowledge and abilities in the sport for which applying.

Experience:

- High school or college playing experience, including college-level, intramural, or adult recreational league experience in the sport, or similar sport, for which applying; or
- Successful coaching experience in the sport, or similar sport, for which applying.

Licenses, Certifications, and Testing:

- A current and valid First Aid Certificate;
- A current and valid CPR Certificate;
- Coaching certificates required per Ed Code 49032;
- Pass a pre-employment drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel.

Knowledge and skills of:

- Basic first aid and CPR techniques;
- Common injuries in the sport and protocols for assessing and managing injuries;
- Principles and techniques of student supervision and training;
- Conflict management, building team chemistry, and creating an inclusive and supportive environment;
- Behavior management, conflict resolution, and mediation strategies;
- Local, state, and league rules, regulations, and safety guidelines that apply to the sport and the school.

Ability to:

- Maintain discipline, safety, and sportsmanship in all practices, competitions, and events;
- Enforce team rules, expectations, and guidelines to foster a respectful and positive environment;
- Effectively plan, organize, and coordinate the management functions and activities of the athletic program;
- Supervise student-athletes before, during, and after games and competitions until released to parent, guardian, or approved transportation;
- Demonstrate strong coach leadership skills and effectively inspire, guide, and encourage student-athletes;
- Teach, enforce, advocate, and model appropriate behavior, character traits, and educational values to student-athletes;
- Have a high tolerance for ongoing stressful situations;
- Maintain the confidentiality and security of sensitive information;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, the National Federation of High School (NFHS) Coaches Code of Conduct, the CIF Coaches Code of Conduct and specific to Beaumont Unified School District; and apply them effectively with good judgment in a variety of situations;

- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Promote team building and a positive environment;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling
10. Lifting or carrying up to 50 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations
13. Gross muscle use of arms and legs
14. Handling, grasping, and feeling objects
15. Repetitive use of dominant hand
16. Fine dexterity with both hands
17. Exposure to stairs, ramps or uneven ground
18. Working around equipment and machinery having moving parts and generating heat
19. Contact with toxic substances
20. Exposure to dust, gas, or fumes
21. Work in varied temperatures
22. Operating a motor vehicle
23. Use of a ladder
24. Subject to frequent interruptions
25. Viewing a computer monitor
26. Contact with distraught or abusive individuals

Number of Hours				
<u>0-2</u>	<u>3-4</u>	<u>4-5</u>	<u>6-8</u>	<u>N/A</u>
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Board Approved: TBD