

**POSITION TITLE:**

Female Assistant Track Coach

SUPERVISOR:

Athletic Director, Head Track Coach

RESPONSIBLE TO:

Student-Athletes, Parents, Head Coach, TCIS, VISAA

POSITION SUMMARY:

This position is responsible for Supporting the Head Coach in planning, organizing, and directing the Track program(s), as well as overseeing the middle school program, with a Christian worldview and a high level of sport expertise.

QUALIFICATIONS:

Experience: Previous head coaching experience at the high school or club level preferred. Playing experience required.

Certificate: Must be CPR/AED certified or willing to complete certification shortly after hire.

Faith: Must provide a Christian testimony and be attending a local church on a regular basis. Your faith plays an integral role in the treatment of our student athletes.

DUTIES:

1. Exemplify behavior that is representative of the educational staff of the school and be a credit to the Christian coaching profession.
2. Complete all required professional development courses through NFHS and Armatus.
3. Complete FCA 3-D Coaching program and lead your program with those ideals.
4. Coaches must maintain a professional appearance during games and practices. During games, approved Norfolk Christian attire, or business casual, will be required. During practices, modest attire is expected, with Norfolk Christian attire preferred. The athletic department reserves the right to make modifications to coaching attire when necessary.
5. Attempt to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17
6. Expected to attend the All Coaches meeting at the beginning of your respective season



7. Assist the Head Coach in working directly with the Athletic Department by keeping inventory of all uniforms and equipment.
8. Assist the Head Coach in organizing off-season and preseason workouts and/or summer camps with the approval of the NCS Director of Athletics.
9. Assist the Head Coach with distributing uniforms. Uniforms and/or equipment are to be issued to your players at the beginning of the season and collected and stored away at the end of the season. Prior to your stipend being released, you must check out with one of the Assistant Athletic Directors. Any equipment or uniforms that are missing will be deducted from your stipend.
10. Assist the Head Coach, and be available when the Head Coach is not, to supervise all student-athletes, at practices and games, home or away, once they are in your presence and until a parent or guardian picks them up.
11. Assist the Head Coach with uploading the roster (name, grade, #, position) on NCSCConnect once tryouts are complete. Rosters must be uploaded prior to the first practice following tryouts.
12. Assist the Head Coach with maintaining the websites with scores, rosters and other important updates. This includes NCSCConnect, as well as MaxPreps (Varsity Only), which is important for state rankings.
13. Attend end-of-the year Sports Awards Night