



Plymouth Christian Academy

Assistant Coach Position Description

Plymouth Christian Academy is seeking Assistant Coaches for Varsity Softball, JV Baseball, and JV Basketball. The qualified individuals are expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

Position Summary: The Head Coach is responsible for coaching, character development and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, positive Christian behaviors, sportsmanship, and teamwork.

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word, standard for faith and daily living
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. Agree with the school's Statement of Faith and Christian philosophy of education.
6. Have the spiritual maturity and personal leadership qualities to nurture children.

Qualifications/Skills/Gifts:

- Must have a working knowledge of the sport that you are coaching.
- Demonstrated interest and aptitude for performing the assignment as Head Coach.
- Expected to have alternatives to the state qualifications, as deemed appropriate by the Regent Board.
- MHSAA Coaches Advancement Program (CAPS) is required for all coaches.
- Certification in CPR/AED and First Aid is required.

Performance Responsibilities:

Coaches will be provided a copy of the PCA Athletics Handbook. Coaches are expected to be familiar with the handbook and its associated policies and procedures and may set further expectations for attitude, sportsmanship, and behavior. Coaches are expected to:

- Understand their role as a spiritual leader and serve as an example for all athletes and coaches in the program.
- Attends Athletics Department meetings and review MHSAA Rules meeting.
- Value and teach sportsmanship by leading by example.
- Assist the Athletics Director in interviewing prospective coaches, as requested.
- Ability to demonstrate a working knowledge of the sport that you are coaching.
- Recommended completion of MHSAA CAP 1 or 2.
- Demonstrated interest and an aptitude for performing the assignment of Assistant Coach.



- Maintains professional competency by attending clinics and state rules meetings.
- Encourage athletes to excel in academic work and strive for spiritual growth.
- Submit an annual record of results of contests and records as requested.
- Compile and submit an annual listing of award winners to the Athletics Director.
- Assist the Head Coach with issuing, cleaning, storage, return and care of athletic equipment.
- Advise regarding the purchase of equipment, supplies and uniforms as appropriate.
- Oversee safety conditions of the area when team members are practicing.
- Enforces disciplined behavior, code of fair play and establishes penalties for not following team and school standards. Must report all incidents to the Athletic Director.
- Partners with all coaching staff members.
- Establishes an effective relationship with team members and parents.
- Exemplifies punctuality when attending practices and games.
- Use professional conduct, language and decorum with teammates, opponents, officials, and fans.
- Encourages athletes to participate in other sports.
- Maintains player eligibility information.
- Responsible for the conduct of all your athletes, coaches and those people assisting you during a contest and/or on the bus.
- Serves as a positive role model.
- Teach individual participants the necessary skills to achieve the highest level possible, in the sport involved.
- Plan, schedule and supervise a regular program of practice in season.
- Submit necessary roster, physical, eligibility, and training rules forms as signed by parents.
- Collaborate with all involved school administrators.
- Provide support and concern for the “feeder” system.
- Ensure adherence to MHSAA and Board of Education rules, policies, and regulations.
- Submit entries to tournaments and other contests, timely.
- Maintain team attendance records and medical emergency cards.
- Provide written criteria to Head Coach for “cutting” athletes, prior to team tryouts.
- Assist in the planning of the team banquet and honor night.
- Must maintain self-control and exhibit a positive attitude during all competitive contests, interactions with the media, relationships with officials and school administration.
- Maintain player eligibility information.
- Performance of all other duties as assigned by the Head Coach and Athletics Director.

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.