



ALLEN ACADEMY

POSITION: Athletics Assistant Coach (Part-Time, Adjunct Stipend Only)

REPORTS TO: Athletic Director

Allen Academy (TAPPS 2A) is an ISAS, college preparatory school located in Bryan, TX. The athletics department is currently accepting applicants for assistant coaching positions. We are seeking candidates that care about student achievement in athletics and academics. Assistant coaches are adjunct coaching positions that include a stipend. But could be combined with a full-time teaching assignment if available.

Candidates should be willing to be a part of a competitive athletic department culture; focused on building relationships and character growth through physical, mental, and emotional health & wellness that translates in sports and life. Encouraging multi-sport participation and willingness to share student-athletes within the athletic department and fine arts is vital for overall success. Adhering to all rules and regulations set forth by Allen Academy and TAPPS is required.

Applicants interested in a full-time teaching position should be able to balance their coaching responsibilities and excel in their field of curriculum. Working well with colleagues and communicating with parents regularly to promote student success is essential.

Coaches will report to the Athletic Director and if teaching assignment applies to the Director of The Middle & Upper School. Previous coaching or college playing experience is preferred but not required. To apply for this position please submit a letter of interest, resume, and coaching philosophy to Athletic Director, Adrian Adams – aadams@allenacademy.org for review. If you are interested in teaching, you must also submit an educational/teaching philosophy as well.

GENERAL DESCRIPTION

Assistant Coaches must have a good knowledge of the sport(s). Effective communication with student-athletes and parents is essential. A good rapport with coaching and teaching staff is expected.

JOB RESPONSIBILITIES

- Willing partnership in the school and is dedicated to the total athletic program while attempting to instill proper physical, mental, and emotional health through character development.
- Is responsible for attending practice sessions, meetings, and other assignments as may be directed by the head coach and/or the athletic director.
- Is aware of the health and safety of each participant.
- Assists in game administration and management as well as follow and carry out recommended techniques, methods, etc., related to the philosophies of the head coach and not to deviate from them without first consulting the head coach.
- Accompany and assist with supervising student athletes during all travel, practices, and games.
- Assist with supervising and instructing student athletes and managers in caring for and storing equipment and supplies; maintaining lockers, showers & supply rooms; uniforms; keeping scores and statistics; and securing personal items.
- Control key and building security, when assigned, including checking out keys and returning them at the end of the season; securing all doors; and turning out lights at the completion of practice or event.
- Stress good sportsmanship, safety, and the values of athletics, positive community relations and a positive image of the school to students, staff, and opponents.
- Assist with the caring of injured student-athletes.
- Report any injuries or other situations of concern to the head coach and/or to the Athletic Director in a timely manner
- Maintains certification in First Aid and CPR.
- Abide by Allen Academy & TAPPS regulations.

JOB REQUIREMENTS

- High School diploma or equivalency.
- Prior work experience in athletics program of middle school, high school, or club sport.
- Strong organizational skills.
- Ability to communicate in written and personal interactions / group setting.
- Able to work in a team environment.
- Must have or be able to obtain First Aid and CPR certification upon hiring.

SUPERVISOR

Athletic Director