

Eunice Public Schools Job Description

Position: Track Assistant

Supervisor: Head Track Coach and Building Principal

General Job Description: Position is responsible for assisting the head coach with organizing the Track program at the assigned school. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Essential Duties and Responsibilities

1. Assists the Head Track coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
2. Assists the head Track coach with supervising athletes during practices and competition.
3. Assesses player's skills, monitors players during competition and practice, and keeps the head Track coach informed of the athletic performance of students
4. Follows established procedures in the event of an athlete's injury
5. Maintains the equipment room in orderly condition and assumes responsibility for its security.
6. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
7. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
8. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
9. Carry out duties in compliance with the NMAA regulations & school policies;
10. Emphasize, implement & ensure safety for all the athletes;
11. Be concerned with the health and welfare of the athletes;
12. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;

6. Attends staff development meetings, clinics and other professional activities to improve coaching performance.
7. Performs any other related duties as assigned by the Head Track Coach, Athletic Director & Principal or other appropriate administrator.