

**2024-2025 School Year
Assistant Football Coach
Hermitage School District**

Summary / Overview:

The Hermitage Assistant Football Coach serves as an assistant but does not assume the responsibilities of the Head Football Coach and oversees the football team. From game preparations to the actual game, the assistant football coach assists the head coach with guidance and instructions to help the team succeed. They assist in implementing game plans, training programs, team meetings, and team members.

Apart from game-related activities, the assistant football coach participates with the head football coach and is responsible for managing and participating in outreach programs, hosting/participating in sports camps, and establishing team-building sessions on or off the field.

When an individual player needs additional coaching, the assistant football coach and the head football coach are there to help encourage the player's growth and success in all areas of their school experience.

Must have strong discipline, patience, good sportsmanship, and strong management and leadership skills. Since the assistant football coach works with a team and other sports professionals, the assistant football coach also displays great interpersonal and communication skills across the district, schools, and community.

Responsibilities:

- A list of specific responsibilities required of the Hermitage School District Assistant Football Coach are listed below. Assists with the following duties of the Head Football Coach as listed below.
- Maintains communication and aids administration, including the principal and superintendent, by providing information on websites and social media, schedules, and more.
- Adheres to all matters involving the state and district policy
- Schedules practices, games, and officials
- Before all scheduled athletic events, the officials and opponents are confirmed for participation and are confirmed for the time and location of the event.
- Ensures physicals are given by team physician and up-to-date examinations, including adherence to drug policies
- Establishes a chain crew for home games
- Development of practice and game plan with assistant coaches
- Find workers for scoreboard, clock, play clock, and announcer
- Ensure that the scoreboard, electronic equipment, and facility are in working order before the game day is checked and operational for competition.
- Pre-game speaking / announcements typed out before the game

- Officials' office was cleaned, and an ice chest of drinks for officials are prepared before the game
- Arranges for the recording of ballgames
- Ensure Ball boy(s) are in place
- Ensure Water Boys/girls are in place
- Inputs information into the DragonFly AAA required reporting program
- Makes sure assistant coaches are updated with certifications and professional development
- Organizing fundraisers and donations
- Adds advertisement of sponsors to the fencing of the field to show appreciation of sponsorship and acknowledgment
- Being able to navigate through Hudl
- Reporting score to scorebook live
- Report any improvements needed to the maintenance of facilities to the maintenance supervisor.
- Organize away game travel forms, communication, and transportation prepared before the year and game competition date with the Transportation Supervisor.
- Follow all Federal and State laws, rules, and regulations
- Follow all Hermitage School District Policies, Handbooks, and Directives
- Other duties as assigned by the superintendent

Physical Qualifications:

- Must bend and squat to access materials for job responsibilities
- Must be able to reach above the head and grasp and lift objects in this position weighing 5 pounds or more.

The above list is not exhaustive as this position reflects the office of the superintendent and district.

Positions are open until set expiration dates or until filled. At a minimum, employment eligibility requirements are that applicants be over 16 and provide a driver's license and social security card or other documentation of eligibility to work in the United States of America. Applicants for certified positions must have appropriate certification with the ADE or DESE or be eligible to obtain such. All applicants must be willing to undergo background and child maltreatment checks and other screenings as required by the Hermitage School District.

Interested applicants should contact the Superintendent's office, (870) 463-2246, 310 N. School Drive, P.O. Box 38, Hermitage, AR 71647 for more information or for an application. Applications are also housed on the district website under Administration, [Human Resources](#).

Please send completed applications to the superintendent at ladonna.spain@hermitageschools.org .

Hermitage School District is an Equal Opportunity Employer.