



Job Profile

Job Title:	Cross Country Assistant Coach
Department:	Athletics
Reports to:	Athletic Director
Date:	4/3/25

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input type="checkbox"/>	Part-time <input checked="" type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Cross Country Assistant Coach will assist the Head Coach in the management of the Cross Country program. In coordination and under the direction of the Head Coach, the Assistant Coach will provide direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork. The person in this role is required to interact thoughtfully and respectfully with student athletes, fellow coaches, staff, parents, and community, as well as follow the mission of the school. The Assistant Coach is expected to contribute to and uphold a physically and emotionally safe environment for students to learn and thrive. This position is an occasional, part-time, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Follow and uphold the policies and mission statement of the St. Francis Athletics Department, the Sierra Foothill League, the CIF Sac-Joaquin Section, the California Interscholastic Federation (CIF), and the National Federation of State High School Associations (NFHS).
- Under the direction of the Head Coach, assist in the planning, organizing, and direction of all facets of the St. Francis Cross Country program including practices, competitions, ceremonies, and post-season awards banquet.
- Under the direction of the Head Coach, instruct and demonstrate skill sets and techniques necessary for individual and team development for all levels of the program.
- Support the Head Coach in ensuring team rules and regulations regarding conduct of the athletes are clearly communicated and followed.
- Under the direction of the Head Coach, assist in facilitating informational parent meetings at the beginning of the season for all levels.
- Contribute and uphold a safe environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Model good sportsmanship behavior and maintain appropriate conduct towards opposing teams, fans, parents, officials, spectators and community.
- Implement positive communication strategies, organizational skills, and safety.
- Successfully foster and support an inclusive educational environment.



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Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree or equivalent experience preferred.

Job experience:

Coaching experience at the high school, collegiate, or professional level preferred.

Technical/Functional skills:

- Ability to take and follow-through on appropriate directives from the head coach and school administrators.
- Strong teamwork and teambuilding skills.
- Understand aspects of health, nutrition, exercise science and physical education, particularly as they relate to the adolescent, female athlete.
- Ability to effectively communicate verbally and in writing.
- Strong listening skills.
- Ability to prepare and condition athletes both physically and mentally.
- Demonstrated mentoring and motivating skills, encouraging student empowerment and academic success.
- Ability to work and contribute to an environment of mutual respect and collegiality.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.

Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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