

San Diego Community College District

NANC JOB DESCRIPTION

Title: Athletic Teaching Assistant

Unit: Non-Academic/Non-Classified Service

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Job Code: N1100

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the supervision of the Athletic Director and the direction of a head coach, assist athletes and coaches in an assigned intercollegiate athletic class; assist in teaching rules, specific skills, and strategies to student athletes during scheduled classes and provide technical support to a head coach by assisting with game management and recruitment to promote the intercollegiate athletic program throughout the San Diego Community College District.

DESIRABLE QUALIFICATIONS:

Knowledge of game management and gamesmanship; rules, skills, and strategies of specific sport to which assigned; operation, use, and characteristics of gear and equipment used in assigned sport; teaching methods and techniques; and safety regulations involving area of specialty. Ability to assist athletes in the understanding and application of rules, skills, and strategies of assigned sport; instruct athletes in the proper use and operation of gear and equipment related to assigned sport; perform minor maintenance and repair of equipment; understand and follow oral and written directions; and establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Assist student athletes by teaching rules, specific skills, and strategies.
- Reinforce or follow up on instructions provided by the head coach or other coaches.
- Explain the concepts, principles, and other aspects of gamesmanship to athletes.
- Assist in maintaining athletic supplies, materials, and equipment by checking items in and out.
- Maintain records and inventories; order replacement items as necessary.
- Assist athletes in the proper selection, operation, and care of athletic equipment, uniforms, and other gear.
- Assist with recruitment of athletes during the season and off-season.
- Prepare materials and equipment for demonstrations by coaches or for use by athletes.
- Explain and enforce safety rules and regulations.
- Assist in testing the competence and proficiency of student athletes; provide relevant information to head coach and other coaches regarding athletes' progress.
- Repair and maintain athletic supplies and equipment as assigned.
- Maintain athletic area in a clean and orderly manner.
- Ensure the security of the facilities as assigned.
- May operate a van to transport athletes, coaches, or equipment.