

**SUPPLEMENT PERFORMANCE RESPONSIBILITIES**

**TITLE:** Assistant Varsity Track Coach

**QUALIFICATIONS:**

- Required: Valid Florida Athletic Coaching or Educator’s Certificate
- Recommended: Experience in Coaching High School Track

**REPORTS TO:** Head Track Coach and Athletic Director

**SUPERVISES:** N/A

**JOB GOAL:** To assist the head track coach in the overall conduct and supervision of the track program.

**PERFORMANCE RESPONSIBILITIES:**

- The assistant varsity track coach’s first responsibility is the welfare and safety of all athletes under his supervision.
- The assistant varsity track coach shall help plan a program in such a way to produce a team that will be competitive in their classifications.
- Attend all varsity practices and participate as needed.
- Assist in tutoring players.
- Monitor school progress of student athletes.
- Assist the athletic trainer as appropriate.
- Set up facilities for practices and competition.
- Call in scores and statistics to the media.
- Assist in keeping statistics.
- Assist in player discipline.
- Assist in competition planning strategies.
- Assist in scouting.
- Assist head coach in inventory of equipment.
- Assist head coach in awards presentation.
- Understand the rules of your sport, Florida High School Athletic Association regulations and district policies regarding interscholastic sports.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** Head Track Coach and Athletic Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee’s Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee’s Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**