



## **West Valley - Mission**

Community College District

### **Class Specification**

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#### **Instructional Technician - Assistant Coach**

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

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#### **Definition**

To serve as an assistant coach to a specified sport; to improve athletic performance, reduce athletic injuries, and teach lifelong fitness and movement skills; to supervise training sessions, evaluate athletes, and maintain athlete records; to collaborate with head coach, faculty, and sports medicine staff; and to ensure the safe and professional operation of the assigned sport.

#### **Distinguishing Characteristics**

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

#### **Supervision Received and Exercised**

Receives general supervision from an assigned manager.

#### **Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Prepare materials, set up, and disassemble the assigned training space according to prescribed schedule.
- Prepare and customize practice plans specifically related to a sport.
- Set up, operate, and demonstrate the use of specialized equipment needed for sport.
- Organize equipment, devices and apparatus at the training facility for ease of location and use; apply appropriate labeling.
- Assist in opponent scouting, film breakdown, and game plan preparation.
- Assist in the recruitment of prospective student-athletes.
- Coordinate and plan campus visits of prospective student-athletes and their families.
- Coordinate team travel arrangements with transportation companies, dining establishments and hotels.
- Coordinate community outreach programs such as weekend clinics and weeklong summer camps.
- Communicate with faculty regarding operations, procedures, and equipment.
- Maintain appropriate inventory of supplies and equipment; procure quotes for new equipment and supplies; track and monitor equipment checkout; issue and distribute instructional materials for faculty and student use for designated sport.
- Research new training equipment and technological trends for assigned sport.

- Build and maintain positive working relationships with co-workers, other district employees, students, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

## **Minimum Qualifications**

### **Knowledge of**

- Health and safety precautions used for assigned sport.
- Operation, maintenance, and repair of specialized equipment and materials used for assigned sport.
- Methods and techniques of fundamentals for assigned sport.
- Modern office procedures, systems, and equipment.

### **Ability to**

- Ability to demonstrate the appropriate skills and techniques to be used by the athletes.
- Ability to visually monitor athletes.
- Sitting, standing, lifting and carrying up to 50 pounds; reaching, squatting, climbing stairs, kneeling, and moving equipment/boxes up to 50 lbs.
- Train and direct the work of student assistants and team managers.
- Operate and maintain an instructional classroom at a community college.
- On a continuous basis, know and understand operations, and observe safety rules.
- Intermittently analyze problem equipment; identify and locate equipment and supplies; interpret schedules and lab descriptions; remember equipment location; and explain jobs to others.
- Provide technical support for instructors and students in an instructional lab environment.
- Maintain a clean and safe lab environment.
- Maintain records and prepare reports.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.

## **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience**

Two years of responsible experience in coaching assigned sport.

### **Education**

Equivalent to an Associate's degree from an accredited college with major coursework in Kinesiology or a related field.

## **License and Certificate**

Possession of, or ability to obtain a valid CPR certification.

*EEO Category: Technical/Paraprofessional*

*Approved Date: March 13, 2026*