

**PACELLI CATHOLIC SCHOOLS  
Job Description**

**Assistant Coach**

**It is understood that all coaching positions at Pacelli Catholic Schools are on-season terms and are renewable with the approval of the Athletic Director**

**REPORTS TO:** Head Coach  
Athletic Director  
Accountable to the School Principal

**AREAS OF RESPONSIBILITY:**

- Carry out duties, as assigned or designated by sport head coach
- Follow all WIAA guidelines and bylaws
- Be knowledgeable and supportive of Pacelli's and the Diocese of LaCrosse's mission; including expectation of students in accordance with the Student Activities Code
- Follow deadlines with regard to WIAA pre-tournament information
- Communicate with parents frequently
- Assist the Athletic Director in the collection of Physical and Alternate Year Cards and Athletic Fees
- Attend the Season Awards ceremony to hand out letters, certificates and other awards
- Attend the year-end All-Sports Banquet
- Follow established first aid and emergency guidelines, including the reporting of injuries to the Athletic Director within a 24-hour time limit
- Work with Physical Therapy Associates trainer in the care of any injuries
- If any fundraising is done, coordinate this effort through the Athletic Director
- Complete ASEP Coaches Training as expected

---

Assistant Coach Signature

---

Date

---

School Administrator Signature

---

Date