



Job Description

Platte County School District

Assistant Coach/Volunteer

Purpose Statement

The job of Assistant Coach/Volunteer is done for the purpose/s of designing and implementing program activities in accordance with applicable rules and regulations related to the sport; providing supervision of student athletes during all aspects of their participation in program; using sound instructional techniques in overseeing program; serving as a positive role model to student athletes to the community, and to various organizations. Individuals in this job classification are assigned to a position for a specific sport at the Varsity, JV/Frosh or Junior High level.

This Job reports to Assigned Supervisor

Essential Functions

- Assists in caring for equipment and facilities (e.g. minor repairs, inventory, etc.) for the purpose of ensuring equipment and facilities are available for the athletes.
- Assists in organizing and coordinating practices for the purpose of ensuring effective practices for the athletes.
- Attends and participates in a variety of meetings (e.g. MSHSAA rules meetings, meetings with the athletic director, local and state coaches association, etc.) for the purpose of ensuring knowledge and implementation of rules and regulations.
- Communicates with the athletic trainers for the purpose of providing information and direction concerning health concerns of student athletes.
- Develops components of game strategies/plans as requested by Head Coach for the purpose of preparing the team and individual student athletes for the competition.
- Develops positive relationships with student athletes and their parents (e.g. proper dress, language, demeanor, and student/teacher relations., etc.) for the purpose of providing feedback to students on their individual performance and ensuring trust with all parties is present.
- Evaluates facility and playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing modifications or recommendations that would reduce the risk of injury.
- Instructs student athletes for the purpose of promoting individual growth in athletic skills, teamwork, and sportsmanship.
- Maintains a variety of records (e.g. MSHSAA forms, etc.) for the purpose of complying with district, athletic conference, and state requirements.
- Promotes athletic program (e.g. conducts off-season clinics, information on skill-camps, attends community meetings, etc.) for the purpose of increasing interest and participation.
- Responds to inquiries of students, parents, other school personnel, media representatives, college representatives, etc. for the purpose of providing information, assistance and/or direction.

- Supervises and evaluates all assistant coaches within their programs for the purpose of ensuring consistent and quality coaching.
- Supervises student athletes during all areas of participation (e.g. competition, travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participants.
- Supports other staff of the athletic program (e.g. Head Coach, other coaches, volunteers, etc.) for the purpose of assisting them in the performance of their respective roles and functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulations; participant eligibility, attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; exhibiting strong leadership; maintaining strict confidentiality; meeting deadlines and schedules; modeling sportsmanship and enforcing sportsmanlike behavior among students; motivating participating student athletes; providing a firm, fair, and consistent discipline approach; setting priorities; traveling to off campus athletic events; and working extended hours that may include evenings and/or weekends; adhere to safety practices, rules, regulations, and policies.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services. Moderate to significant time is required outside of the typical school day to supervise these activities including occasional evenings, weekend, and out-of-area travel. Supervision is required for a moderate to significant number of students. There is moderate to significant opportunity for student interaction with the public and/or involvement of members of the community with the program.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Missouri Substitute Certificate
CPR/First Aid Certificate

Clearances

Criminal Background Clearance

FLSA Status

Not Rated

Approval Date

Revised Date

Salary Grade