

# HIGH SCHOOL ASSISTANT COACH

JD LOCATOR: 3.02.2

Adopted: \_\_\_\_\_

Revised: 6/02, 2/10, 10/18

REPORTS TO:	HS Head Coach, Director of District MSHSAA Activities, and Building Administrator
CLASSIFICATION:	Certified or Classified dependent upon qualifications of the person holding this position
FLSA STATUS:	Exempt or Non-Exempt dependent upon qualifications of the person holding this position
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of coaching staff.

## JOB SUMMARY

To carry out the Philosophy of the Athletic Program and the Athletic Commitment.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Learns and adheres to the coaching philosophy and program of the high school head coach/varsity coach.
2. Assists in explaining and distributing literature to all athletes concerning the Athletic Commitment and the protecting of student eligibility.
3. Teaches athletes the fundamental skills, theory, and strategy of the sport.
4. Teaches the athletes the value of good conduct, sportsmanship, and good citizenship.
5. Provides supervision of athletes at all times and applies discipline in a firm productive manner.
6. Teaches and emphasizes safe procedures to the athletes.
7. Assists the high school head coach with out-of-season training as needed.
8. Attends the athletic awards program.
9. Promotes in-season and out-of-season fitness and conditioning.

## EQUIPMENT AND FACILITIES

1. Assists in the responsibility for care of equipment and facilities being used.
2. Assists in the issuance, return, and maintenance of equipment.
3. Assists in ensuring that all equipment is cleaned, repaired, and stored properly at the ends of the season.
4. Makes recommendations to the high school head coach concerning needed equipment or repairs to facilities.

## ADMINISTRATIVE DUTIES

1. Enforces all building and district regulations and policies.
2. Has knowledge and keeps current on rules and regulations regarding your sport and in accordance with MSHSAA.
3. Keeps abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, or other methods.
4. Assists high school head coach in registering and maintaining records on all athletes.
5. Assures possession of a copy of each student's current physical before allowing the student to participate.
6. Assists the high school head coach in assuring that a copy of the student's commitment form is on file in the athletic office before allowing the student to compete.
7. Assists in providing information on game times, bus schedules, and practice times to parents and athletes.
8. Conducts self as a personal example of positive demeanor for the athletes and represents the school in a favorable manner.

9. Works cooperatively with the high school head coach on all endeavors related to assigned sport.
10. Performs scouting duties for the varsity team per the high school head coach's request.

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### SUPERVISORY RESPONSIBILITIES

Assists the high school head coach in the supervision of volunteers and students involved in assigned sport.

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Valid Missouri Teaching Certificate (preferred) or Missouri Substitute Teaching Certificate.
3. Current district staff member (preferred).
4. Previous experience in sport as participant and/or coach (preferred).
5. Maintains certification in CPR and First Aid.
6. Such other qualifications as set by the MSHSAA.
7. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
8. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.

6. Must be able to navigate the MSHSAA website for tests, schedules, and official ratings.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

***PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

***WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. The work environment may vary from extremely cold to extremely hot depending on the activity and the season of the year. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

#### ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

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Employee's Signature

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Date

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Supervisor's Signature

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Date