Job Description

BOLIVAR SCHOOLS

Job Title: **COACH - Assistant**
Department: Student Services | Extra Duty
Reports to: Director of Athletics/Activities
Classification: Exempt / Certified Staff
Employment: Appointed Annually; term of service varies per duty / Contract
Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of certified personnel.

SUMMARY

This position teaches and coaches our students to the highest level that can be attained, while supporting the academic beliefs and practices of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General Duties and Responsibilities:

1. Determines appropriate actions within clearly defined guidelines.
2. Presents a positive image of the school to parents, and conveys the district's genuine concern with the education, growth and development of each student.
3. Seeks to establish friendly and cooperative partnerships between home and school.
4. Works to develop a positive public relationship between the school district and community.
5. Carries out assignments in a timely manner.
6. Reacts positively to directives.
7. Willingly cooperates with faculty, staff, Principals and district Administrators.
8. Strives to maintain and improve professional competence.
9. Takes necessary precautions to protect students, equipment, materials and facilities.
10. Understands, models and implements the code of ethics with all students and colleagues.
11. Adheres to Board of Education Policies and Procedures.
12. Supervises all fund-raising activities.
13. Keeps accurate records on budget expenditures.
14. Prepares an annual report highlighting accomplishments, awards, participation levels and recommendations for improvement.
15. Possesses knowledge of CPR and First Aid.
16. Possesses knowledge of blood borne pathogens and other infectious materials and the procedures of dealing with the same.
17. Maintains confidential nature of all school-related matters.
18. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

Job Description

Specific Duties and Responsibilities – Assistant Coach:

1. Supports and assists the Head Coach as assigned in selected areas above.
2. Performs other duties related to the position as assigned by the Head Coach.
3. Help in drills and practice activities that teach and enhance individual/team skill development.
4. Models/demonstrates activities and equipment used to develop basic skills or physical condition.
5. Observes, diagnoses and prescribes appropriate remediation activities during practice and game conditions for players and team.
6. Knows and applies the developmental stages of each point of the game to the needs and ability levels of the players and team.
7. Helps in providing training rules and expectations and seeing that rules are taught to each participant.
8. Assimilates innovations and adapts to changes when applicable.
9. Promotes student academic achievement.
10. Along with the head coach, assumes responsibility for supervising students on out-of-town activities, which may involve staying overnight.
11. Presents a professional appearance.
12. Communicates effectively with all audiences, i.e. players, officials, parents, supervisors, peers and spectators.
13. Performs other duties related to the position as assigned by the Director of Athletics/Activities.

SUPERVISORY DUTIES

Supervises students at all times. Supervision of all students is required of coaches/sponsors during and after all practices, games, fundraising activities, events, and contests.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Demonstrated ability to work effectively with students, peers and adults
Demonstrated ability to communicate effectively with students, parents and faculty
Assistant Coach:
Preferred – Bachelor's
Degree Minimum – 60
College Hours

Certificates, Licenses, Registrations

Shall hold certification as required by Missouri law and/or MSHSAA guidelines:

Assistant Coach:

Preferred - Valid Missouri Teaching Certificate
Minimum – Valid Missouri Substitute Certificate

SKILLS AND ABILITIES

Language

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance. Complete forms, write reports and engage in written correspondence with parents. Present information effectively and respond to questions.

Computation

Work with mathematical concepts such as probability and statistical inference. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form.

Technology

Perform basic computer functions such as word processing and internet use.

Additional Skills and Abilities

Identify needs and abilities of individual students and to adapt methods accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously.

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 essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the meeting location. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employees can be expected to help students with their mobility needs.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential component of student learning. In-district travel may be necessary due to grade level configuration.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job Description

The individual who holds this position will regularly work in a school environment that is noisy and active. The individual may be required to work outdoors for various periods of time to perform such tasks as supervising class, club or group activities.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.