

Cape Girardeau Public School District No. 63
Job Description

Job Title: Assistant Coach – Junior High

Terms of Employment: Outlined in the Letter of Engagement

FLSA Status: Exempt

Reports To: Junior High Athletic Director and Head Coach

Brief Description of Position:

This position is considered a support position for the head coach in all aspects of the program.

Assistant Coach- Minimum Requirements:

- Background Check including Sex-Offender's Registry Clearance prior to coaching.
- Board of Education or Board of Governance Approval prior to coaching.

Essential Duties and Responsibilities:

- Strong working knowledge of the rules and regulations of the sport.
- Teaches individual athletes the skills necessary to perform at the highest levels and coaches student athletes in strategies and techniques to prepare them for athletic competition.
- Maintains team discipline and sportsmanship in both practice and competition, while motivating student athletes to develop an appreciation of the sport.
- Maintains adequate supervision to assure the safety and well-being of all athletes
- Works with the head coach to execute plans for youth athletic programming at all levels in support of the head coach.
- Aids in implementing strategies to involve student athletes in community service projects.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Exposure to body fluids, communicable diseases.
- Travel between locations will cause exposure to hazardous driving and walking conditions.
- Requires constant hand-eye/mind-eye coordination, hearing, speaking, walking, writing, and driving. Frequent repetitive motion with wrists, hands, and fingers.
- Occasionally subjected to cold temperatures, extreme noise, vibrations, dust and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.

- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: September 2025