

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** High School Assistant Coach

**Terms of Employment:** Outlined in the Letter of Engagement

**FLSA Status:** Exempt

**Reports To:** High School 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:**

- Completion of 60 or more college credit hours prior to coaching OR serving as a Provisional Assistant for THREE school years.
- A Professional Teacher's Certificate OR NFHS Fundamentals of Coaching Course (online) passed prior to second year of coaching. This course is not sport-specific. This is a one-time requirement.
- Successful completion of a Sports First Aid/CPR/AED training course prior to second year of coaching and renewed every two years.
- Check including Sex-Offender's Registry Clearance prior to coaching.
- Board of Education or Board of Governance Approval prior to coaching.
- Successful completion of a Concussion in Sports Course, and review of current concussion information yearly.
- Successful completion of the MSHSAA Sport-Specific Online Rules Review and Test each season.
- Successful completion of a Student Mental Health and Suicide Prevention training prior to second year of coaching and renewed every two years.
- Successful completion of a course in Heat Illness Prevention/Recognition prior to the second year of coaching, which must be renewed every two years.
- Provisional status is available to assistants that do not meet these minimum requirements through MSHSAA regulations. Student teachers can also serve as assistants by meeting other MSHSAA requirements.

**Essential Duties and Responsibilities:**

- Strong working knowledge of the rules and regulations of the game
- Teaches individual athletes the skills necessary to perform at the highest levels and coaches student athletes in game 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.
- Possess knowledge of all rules and regulations promoted by the Missouri High School Activities Association

- Maintains adequate supervision to assure the safety and well-being of all athletes
- Assists in the planning and implementation of a yearlong strength and conditioning program with the head coach.
- 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: \_\_\_\_\_  
Human Resource Coordinator

Date: \_\_\_\_\_

Revised: April 2024