

## **Assistant Coach**

<b>Reports to:</b>	<b>Head Coach</b>
<b>Classification:</b>	<b>Extra Duty</b>
<b>Terms of Employment:</b>	<b>Coincides with the schedule established by the Missouri State High School Activities Association</b>
<b>Evaluation:</b>	<b>Performance on this job will be evaluated in accordance with Extra Duty Personnel.</b>
<b>Compensation:</b>	<b>Extra duty stipend as established annually by the Extra-Duty salary schedule.</b>
<b>Vacation:</b>	<b>None</b>
<b>Contract:</b>	<b>One (1) Year Contract</b>
<b>Supervisory Duties:</b>	<b>Supervises students.</b>

**JOB SUMMARY:** The goal of the assistant coach is to provide an atmosphere whereby each student-athlete can develop, build, and maintain a competitive program that will foster both physical and mental skills, a sense of personal worth and competence, knowledge and understanding of the pleasure of sports and the principles of fair play and good sportsmanship.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assistant Coach(es):
  - Assistant/Basketball (Boys & Girls)
  - Assistant/Volleyball
  - Assistant/Wrestling
  - Assistant/Football
  - Assistant/Cross Country
  - Assistant/Baseball
  - Assistant/Softball
  - Assistant/Soccer (Boys & Girls)
  - JV Cheerleading
- Have extensive knowledge in and follow the rules, regulations, policies, and procedures of the Missouri State High School Activities Association (MSHSAA), the current athletic conference, and the Hancock Place School District.
- Complete and maintain appropriate certifications and training hours as necessary or required by the Hancock Place School District and/or the Missouri State High School Activities Association (MSHSAA).
- Have extensive knowledge of the MSHSAA eligibility standards, the interscholastic rules and regulations, rules governing use of freshmen for JV or Varsity competition, and distribute copies of the same to all student-athletes.
- Assist the Athletic Director and Head Coach when needed or required.
- Attend all MSHSAA meetings, conference meetings, or any other sport-related meetings such as pre-/post-season meetings unless excused by the Athletic Director or Head Coach.
- Complete all necessary paperwork in a timely manner as requested by the MSHSAA, the Athletic Director, the Head Coach, any building administrator, or the district's Board of Education.
- Assist the Athletic Director and Head Coach in completing MSHSAA eligibility forms for the sport.

- Assist the Head Coach to ensure that each student-athlete has completed their physical exam prior to the beginning of each school year.
- Assist the Athletic Director and Head Coach to ensure that each student-athlete file contains a signed MSHSAA Participation Certificate, a physical examination record, and a signed parental statement of health insurance coverage.
- Exercise proper care and handling of district equipment.
- Provide for the safety of facilities and the safety of the student-athlete while conducting all practice sessions.
- Assist the Head Coach in conducting and supervising tryouts for the team, and select the team members.
- Travels with student athletes to and from Hancock High School for practices and games when a bus is used for travel.
- Supervises students as they wait for transportation to/from practices, games, or home.
- Organize, supervise, and conduct all practice sessions during the duration of the season, unless excused by the Athletic Director or Head Coach.
- Coach all games on the schedule for the duration of the season, unless excused by the Athletic Director or Head Coach.
- Respects time allotted to practices as determined by the Head Coach.
- Ensure that the conduct and behavior of the team players, team managers and/or assistants reflect the high ideals of competition, fair play, and good sportsmanship.
- Assist the Head Coach in providing a yearly inventory of team supplies and equipment to the Athletic Director.
- Participate in the annual recognition program for athletes, clubs, and other school organizations.
- Inform and make recommendations concerning athletics to the Head Coach or Athletic Director.
- Perform all other duties as dictated by law and/or assigned by the Head Coach, Athletic Director, Building Principal, Assistant Superintendent, or Superintendent.

#### **QUALIFICATION REQUIREMENTS:**

*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, skill, and/or ability required.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION AND/OR EXPERIENCE:**

1. Valid Missouri teaching certificate
2. Completion of 60 hours or more of college
3. Previous athletic experience, as a coach or competitor

#### **COMMUNICATION SKILLS:**

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

#### **MATHEMATICAL SKILLS:**

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to use and teach mathematics commensurate with assigned position.

**REASONING ABILITY:**

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Identifies and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

**OTHER SKILLS AND ABILITIES:**

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, copiers, fax machine, and related items).

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee will regularly stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate to loud level with frequent interruptions. The employee continuously interacts with students, staff and the public. Travel may be necessary to various District buildings and/or other sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

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

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.**