

## **Job Description for ISD #318 Assistant Coaches**

**Title:** Assistant Coach  
**Supervised by:** Head Coach and Activities Director  
**Employment Status:** At Will Employment-No continuing contract rights from year to year

### **Job Summary**

Position is responsible for assisting the head coach with organizing the athletic program at the assigned school. Position assists with conducting practices, motivating students, instruction of game skills, techniques and strategy.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who otherwise qualified, to perform the essential functions.

### **Minimum Qualifications**

Must complete Minnesota State High School League Coaches Education Requirements. Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents and students. Some coaching experience preferred.

### **Essential Duties**

1. Must meet all of the Minnesota State High School League coaching education requirements.
2. Assist the head coach with instructing players in the rules, regulations, and technique of sport.
3. Organize and direct individual and small group practice activities as directed by the head coach.
4. Assesses players skills, monitors players during competition and practice, and keeps the head coach informed of the athletic performance of students.
5. Assist with game day duties, practice planning, and supervision; distributes equipment, supplies and uniforms to students as directed by the head coach.
6. Follows established procedures in the event of an athlete's injury.
7. Adheres to the Code of Ethics for high school coaches (attached).
8. Models appropriate behavior towards players, officials and spectators.
9. Participates in special activities to include parent's night, banquets, as required by the head coach.
10. Attends clinics and other professional activities to improve coaching performance.
11. Performs any other related duties as assigned by the head coach, and/or Activities Director.

### **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 essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The assistant coach will be required to follow any other instructions and to perform any other related duties as assigned by the Head Coach and/or Activities Director. School District 318 reserves the right to update, revise or change this job description and related duties at any time.*

Approvals:

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (PRINT) Signature

Date

Revised: July 2014



The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**The coach** shall not exert pressure on faculty members to give student special consideration.

**The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.