



Job Description

Job Title: Middle School Assistant Coach
Department: Athletic Department
Reports To: Activities Director
FLSA Status: Exempt

General Statement of Duties

The fundamental reason this classification exists is to assist in the coordination of an athletic program at the middle school level. The middle school assistant coach is responsible for assisting in teaching sportsmanship, cooperation, work ethics, and responsibility to athletes.

Essential Duties and Responsibilities

- Strive to achieve the district's mission, instructional goals, and objectives.
- Work in collaboration with the Middle School Head Coach in developing and directing a comprehensive program of athletics at the Middle School level.
- Work in collaboration with Middle School Head Coach in planning interscholastic contests.
- Work in collaboration with the Head Coach in developing and directing a comprehensive program of athletics at all levels.
- Compile a statement of recommended purchases and repairs such as, but not limited to: equipment, supplies, uniforms, and maintenance requirements.
- Assist in issuing, care, and storage of athletic equipment and uniforms. Ensure all uniforms are marked with permanent identification. Manage uniforms, equipment, and school facilities in a responsible manner.
- Encourage students to set and maintain standards of appropriate behavior. Responsible for behavior of athletes.
- Ensure a safe environment for students and staff.
- Responsible for the condition of the locker rooms. Ensure locker rooms are left in good condition.
- Ensure compliance with South Dakota High School Activities Association (SDHSAA) rules and regulations.
- Teach sport techniques, playing rules, strategies and playing tactics to each student participant.
- Condition athletes appropriately for activities requiring endurance, strength, and agility.
- Supervise and conduct practices and contests safely. Supervise locker rooms and buses. Respond to player injuries with approved first aid techniques.
- Assist with scouting as assigned by Head Coach.
- Submit an end-of-year report within two weeks after completion of activity.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.

- Compose, type, and maintain routine correspondence, reports, assessments, and various other materials and projects. Submit reports and documents as deemed necessary.
- Work directly with highly sensitive student information. Maintain confidentiality of work related information.
- Perform duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

Minimum Qualifications

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.

Education and Experience

- Bachelor's degree in education preferred.
- Coaching experience preferred.

Skills and Abilities

- Ability to work well with students, public entities, educational professionals, etc.
- Work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks, which come up simultaneously or unexpectedly.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the organization.
- Ability to use basic math skills.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions, etc.

Certificates, Licenses, Examinations

- Evidence that a Coaching Principles course (or equivalent) and Sports First Aid course (or equivalent) have been completed, preferred.
- Attendance at a SDHSAA rules meeting and successful completion of open book test in sport being coached as administered at meeting, preferred.
- Evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Successful completion of written tests and/or verbal interviews.

- Other such examinations as deemed necessary by district.

Physical Demands and Environmental Conditions

The physical demands and environmental conditions 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 the essential functions.

While performing the duties of this job:

- The employee is regularly required to communicate.
- The employee is frequently required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 40 pounds.
- The employee is subject to extended working hours outside of the "regular" workday, week, and calendar year.
- The employee is subject to possible exposure to communicable and blood-borne diseases.
- The noise level in the work environment varies.

Performance Evaluation

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the applicable Meade School District Negotiated Agreement.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.