JOB DESCRIPTION

Middle School Athletic Head / Assistant Coach
District EDR (Extra Duty Responsibility)
LOCATION:
Mt. Lebanon School District (Middle Schools)
REPORTS TO:
Athletic Director, Middle School Principal, and Head Coach (if Assistant Coach)
COMPENSATION:
According to MLEA-MTLSD Collective Bargaining Agreement as listed in Salary Appendices
SCHEDULE:
Varies in accordance with seasonal sports schedule and middle school programming
May include afternoons and occasional weekend events depending on practice and competition schedules

GENERAL FUNCTIONS:

The middle school coach has the responsibility of supporting the athletic program in the best interest of the school district by adhering to the policies and regulations of the athletic department, as well as the practices and procedures of the middle school administration.
The middle school coach will work in concert with the head coach (if applicable), building principal, and the director of athletics in supervising, instructing, and promoting age-appropriate skill development, sportsmanship, and participation across middle school interscholastic athletics.
The coach is directly responsible to the athletic director and building principal (and head coach, if assistant), and must maintain a working knowledge of individual building practices, W.P.I.A.L. rules, and P.I.A.A. rules and regulations.

SPECIFIC DUTIES:

- Focuses on fundamental skill development, teamwork, positive participation, and age-appropriate conditioning for middle school student-athletes.
- Executes specific duties, techniques, and systems aligned with district-wide athletic programming.
- Plans and conducts daily practice sessions and manages middle school games/competitions.
- Encourages broad-based student participation and fosters an inclusive environment for students in grades 7 through 8.
- Devotes all necessary time for practice sessions and games, maintaining constant responsibility for the well-being and safety of all middle school athletes.
- Cares for, issues, collects, and inventories all middle school athletic equipment and supplies.
- Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that student-athletes are present.
- Builds good sportsmanship, character, and positive public relations within the school and community.
- Promotes good human relations within the Mt. Lebanon student body and faculty to foster a positive middle school culture.

- Enforces disciplined, respectful, and sportsmanlike behavior at all times, upholding team guidelines and district standards.
- Collects and tracks pertinent athlete forms, physical exams, eligibility requirements, and post-season reports.
- Attends all athletic department meetings and functions as assigned by the athletic director and/or building principal.
- Supports and guides individual players whose attitude, behavior, or academic standing requires attention, keeping administration informed.
- Demonstrates behavior and demeanor that serves as an appropriate role model for middle school students and projects a positive image of Mt. Lebanon School District.
- Strives to improve coaching skills and middle school athletic pedagogy through literature, clinics, and professional development.
- Immediately reports any student-athlete injury or accident to the athletic trainer, school nurse, and athletic office, assisting with necessary documentation.
- Instructs players in sport rules, safety guidelines, and ensures practices remain fully consistent with P.I.A.A. and W.P.I.A.L. regulations.
- Supervises middle school student managers and student helpers during practices and competitions.
- Cooperates with high school varsity programs and coaches to align foundational skills and support a cohesive district athletic program.
- Performs other duties related to the assignment as designated by the athletic director and/or building principal.