CERTIFIED STAFF JOB DESCRIPTION

High School Assistant Athletic Coaches

Reports to: High School Activities Director

General Summary:
In accordance with district policies and procedures, the assistant athletic coach will carry out the aims of the district athletic program and MSHSAA.

Essential Functions:
1) To be responsible for the information contained in the Student Activities Program Procedures Guide and the implementation of the policies/procedures/goals therein.
2) Complete MSHSAA rules meeting as required.
3) Support the head athletic coach in conducting the athletic program of that particular sport and the total athletic program of the Nixa Public Schools in general.
4) Be loyal to the head coach and to the team.
5) Attend staff meetings when called by the head coach.
6) Assume any duties/projects assigned by the head athletic coach pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student manager, public relations, and statistics.
7) In the absence of the head athletic coach, he/she shall assume all responsibilities herein designated as those of the head athletic coach.

Compensation:
1. The assignment is an annual appointment.
2. A stipend will be paid for the fulfillment of the assigned responsibilities.

Qualifications:
1. ***Certification*** – Missouri Teacher Certification.
2. ***Experience desired*** – Prior coaching experience is desired.
3. ***Other requirements*** – Understand and support the District's Comprehensive School Improvement Plan. Must successfully pass a background check and drug test that are satisfactory to the Board of Education. It is preferred the assistant athletic coach hold a teaching position in the Nixa Public Schools.
4. ***Physical Requirements/Environmental Conditions -*** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated by: High School Activities Director
Length of Contract: Length of season and other duties assigned by the head athletic coach.
Type of Position: Certified

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17