



Rock Island-Milan School District 41

JOB DESCRIPTION

Junior High School Assistant Coaches

**Basketball; Football; Volleyball; Track; Wrestling; Swimming; Tennis; Cross Country;
Cheerleading**

POSITION INFORMATION:

POSITION TITLE	Junior High School Assistant Coaches – 7- 8 th Grades
DEPARTMENT	Athletic Department
DATE CREATED/AMENDED	March 23, 2022/November 2025
LOCATION	Washington & Edison Junior High
FULL-TIME/PART-TIME	Part-Time
APPOINTMENT TERM	4-5 Months
FLSA: EXEMPT or NON-EXEMPT	Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Junior High School Head Coach
OTHER INFORMATION	Stipend Pay

POSITION SUMMARY INFORMATION:

Under the direction of the Junior High School Head Coach, the assistant coach will support the head coach to deliver quality coaching by motivating the ability of the athletes. The assistant coach will guide and instruct the sports team to deliver quality coaching to all the athletes. His/her duties will include providing students with new developments and strategies to plan effective training procedures.

Functions and Responsibilities:

- Provides a positive image of school athletics.
- Helps athletes strive for the excellence that will produce winning teams within the bounds of good sportsmanship.
- Develop athletic skills and abilities to their fullest potential.

- Explains and demonstrates principles, techniques, and methods of regulating movement of body, hands, or feet to achieve proficiency in activity.
- Observes students during practice to detect and correct mistakes.
- Explains and enforces safety rules and regulations.
- Explains the method of keeping score.
- Organizes and conducts competition and tournaments.
- Keeps record of receipts and expenditures.
- Lectures on history and purposes of sport.
- Explains and demonstrates use of apparatus and equipment.

Required Education:

Bachelor's degree from four-year College or University; or one to two years related experience and/or training; or equivalent combination of education and experience.

Required Qualifications:

- At least one year of previous coaching experience - Recommended
- Experience working in a collaborative environment
- Designing game plans and assigning positions
- Preparing and conditioning athletes
- Understanding rules and regulations governing high school sports

Certifications, Licenses:

First Aid and CPR

Required Knowledge, Skills, and/or Abilities

- The assistant coach must possess knowledge about organized sports.
- Must possess good motivation skills to enable the players to deliver their best.
- He must have the ability to demonstrate good sportsmanship with the members of the team as well as the head coach.
- Keep himself informed regarding the new strategies in use and help his team to perfect in that regard.
- He must have team spirit and imbibe these qualities and its importance in his players.
- Must possess an eye for details to scrutinize the mistakes made by the players to deliver.
- His skills must comprise keeping in touch with the parents and encourage the performance of the player with an optimistic approach.

Physical Demands/Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

Supervisor Signature

Date

Employee Signature

Date