

Position Title	High School Assistant Coach - Athletics/Activities		
Department	Operations		
Reports To	Athletic Director/Head Coach		
Revised By	Human Resources	Date(s) Revised	11/12/2025
Approved By	Director of Secondary HR	Date(s) Approved	11/12/2025

**SUMMARY:**

Supports the head coach in leading a high school athletic program, playing a vital role in developing student athletes' skills, promoting teamwork, and ensuring a positive and safe environment that aligns with district and Kansas state High School Activities Association (KSHSAA) standards. Position is a one-year assignment as appointed by the principal or designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned***

- Teach fundamental skills, techniques, and strategies in a positive and constructive manner
- Supports head coach in planning, organizing, and implementing a comprehensive athletic program for the assigned sport
- Maintain a professional attitude in all situations and adhere to the district's guiding principles for coaches
- Provide an environment that promotes good sportsmanship
- Work with the head coach to conduct a pre-season meeting with parents in order to communicate all important information including, but not limited to, expectations/criteria for participation, sportsmanship guidelines, practice and game schedules, district guidelines for transportation, insurance, handling of injuries including concussions, parent-coach communication, substance abuse guidelines, lettering guidelines and the information in the aforementioned bullet. Provide this information to all participants and the school administration
- Comply with and communicate to participants/parents all SMSD Board policies, including the fact that the Student Code of Conduct is in effect during and at all activities
- Maintain positive, effective communication with coaching staff, athletic director and school administration
- Understand and implement the duties of any coach including, but not limited to, maintaining detailed practice plans, never leaving athletes unsupervised, providing detailed and repeated instruction with regards to the performance of high-risk activities, adhering to the district's lightning and hot weather guidelines, and the evaluation of injuries and lack of physical conditioning.
- Fulfill applicable roles and responsibilities as directed by the school's administration and head coach including, but not limited to, adherence to district guidelines for fundraising, trips, money management, honoring of contracts, credit card use and transportation (buses, rental vehicles and school/district owned vehicles).

- Ensure all team members understand the dangers associated with of hazing and ensure that no initiation or hazing activities take place
- Monitor the safety of equipment, playing surfaces, and performance environments

**EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):**

**QUALIFICATION REQUIREMENTS:** *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 Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Model district guiding principles of Children First, Respect for All, Teamwork, Excellence in Quality, and Commitment to Individual Needs
- Comply with all KSHSAA and SMSD rules and regulations including, but not limited to, participant eligibility, required physical examinations, district substance abuse policy, and other KSHSAA Handbook guidelines.

**SKILLS AND ABILITIES:**

**PHYSICAL DEMANDS:** *The physical demands 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.*

- Must have the ability to travel in personal or school district vehicle.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

