

Job Description Form

Job Title

Date

Athletic Coach - Assistant / JV / Junior High

Created/updated on: 10/1/2020

Department/Business Unit

Supervisor

Athletic

Head Coach
Activities/Athletic Director

Purpose of Job (how it contributes to department's objectives)

To coordinate and direct the sport they are coaching for the school district.

Responsibilities

1. Assists Head Coach in the safe and efficient operations of the program.
2. Adheres to all MSHSL/District Athletic Department philosophies and regulations.
3. Cooperates with all other coaches in providing the optimum sports program possible under existing conditions.
4. Assists in the maintenance of all equipment and uniforms; including inventories, purchasing, making sure all are up to date per sport specific regulations.
5. Responsible for their level's practices, including but not limited to:
 - Creating appropriate drills and practice sessions
 - Coordinating & communicating practice schedules
6. Completes yearly MSHSL certifications and documents..
7. Communicates with local media venues, if applicable (i.e. scores, highlights, etc.).
8. Employee is responsible to be knowledgeable about all district policies.
9. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Job Qualifications (list the minimum education, formal training, skills and experience required)

1. MSHSL Coaches Clipboard requirements.