



## **WARREN COUNTY R-III SCHOOL DISTRICT JOB DESCRIPTION**

<b>Position Title:</b>	<b>Assistant Coach (High School and Middle School)</b>
<b>Reports to:</b>	Head coach, athletic administrator and principal.
<b>Supervises:</b>	Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed
<b>Terms of Employment:</b>	Set by the Board of Education.
<b>Evaluation:</b>	Evaluated by Head Coach in conjunction with Athletic Administrator and Principal.
<b>Compensation:</b>	According to experience and competitive salary

### **QUALIFICATIONS:**

1. Valid Missouri teacher certification or NFICEP recognition.
2. Previous coaching experience in assigned sport.
3. Has knowledge and background in the assigned sport.
4. Must be certified in CPR, AED, and basic first aid.

### **JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

### **DUTIES AND RESPONSIBILITIES:**

1. Has a thorough knowledge of all athletic policies approved by the Board of Education and is responsible for its implementation.
2. Has knowledge of existing school district, state and league regulation; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departamental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program and school community.

### **ADMINISTRATIVE DUTIES:**

1. Assists the head coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.

3. Provides documentation to the athletic administrator needed to fulfill state and system requirements concerning physical examination, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.

#### **RESPONSIBILITIES OF STUDENTS:**

1. Provides training rules and other sport specific regulations to each candidate.
2. Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant.
3. Directs student managers and statisticians.
4. Implements school conduct code. Delineates due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code.

#### **EQUIPMENT AND FACILITIES:**

1. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits an annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment.
2. Recommends to the head coach budgetary items for the next year in his area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
6. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

#### **PROGRAM RESPONSIBILITIES:**

1. Assists the head coach in carrying out his responsibilities.
2. Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach.
3. Maintains a record of team statistics and requirements for lettering.
4. Works within the basic framework and philosophy of the head coach of that sport.
5. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
6. Supervises players before and after practice. Adequately prepare and help players.
7. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
8. Conducts discussions with other coaches in private.
9. Strives to improve skills by attending clinics and using resources made available by the head coach.
10. Attends contests of other teams in the program when possible.
11. Performs other duties that are consistent with the nature of the position and that may be required by the head coach.

**The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) 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.**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.**

Assistant Coach (High School and Middle School)

Revised: 2/1/16

Adopted: 6/2/16