



## Assistant Coach

**FLSA Status:**

Exempt

**Qualifications:**

Minimum of 60 college hours

**Certification and Licenses:**

Missouri Substitute Certificate  
CPR/AED First Aid Certification

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Pro/Tech Salary Schedule:**

Extra Duty

**Experience:****Reports to**

Head Coach

**Terms of Employment**

Appointed annually for the term of the season

**Purpose Statement**

Help our student-athletes become well-rounded individuals through skill, discipline, character, and sportsmanship.

**Essential Job Functions**

- Assist in organizing and effectively coordinating practices.
- Supervise student-athletes at all practices and events.
- Promote their programs in a positive manner.
- Create positive communication with parents of student-athletes.
- Abide by all MSHSAA and PCR-3 policies and guidelines.
- Assist in taking care of equipment and facilities and keep an accurate inventory of all equipment.
- Supervise and evaluate all assistant coaches within their programs.
- Maintain open communication with the Athletic Director.
- Communication on a regular basis with the athletic trainer about health concerns of student-athletes.
- Turn in all required MSHSAA forms on time (i.e. Official recommendations).
- Help submit necessary information to all media outlets.
- Attend all required meetings with the Athletic Director.
- Attend required MSHSAA rules meetings each year.
- Join local and state coaches associations for professional development.
- Conduct themselves in a professional manner.
- Develop positive relations with students and parents. This includes proper dress, language, demeanor, and student/teacher relations.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the values and mission of the district.

**Other Job Functions**

- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

## **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; and organizing and communication information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulation; public relations protocols; relevant professional practices; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using the equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes, and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes, and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem-solving with data requires analysis based on organizational objectives, and problem-solving with equipment is significant. Specific ability based on competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; communicating empathetically with injured student athletes and their parents; dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; providing a firm, fair, and consistent discipline approach; setting priorities; traveling to off-campus athletic events, and working extended hours that may include evenings and/or weekends

## **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

## **Conditions and Environment**

The job is performed under some temperature extremes and under conditions with exposure to the risk of injury and/or illness.