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# ST. JOSEPH

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SCHOOL DISTRICT

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**Position Title:** Assistant Coach

**Qualifications:**

**Required:** Must meet minimum MSHSAA requirements

**Preferred:** Valid Missouri Teaching Certificate

**FLSA:** Exempt

**Salary Schedule:** Extra Duty

**Direct Report:** Head Coach and Activities Director

**Terms of Employment:** As per Extra-Duty Assignment Letter

**Purpose:** The Assistant Coach serves by assisting with the design and implementation of an activities program from 7th grade through varsity level in accordance with applicable rules and regulations related to the sport; providing supervision of student athletes during all aspects of the program; using sound instructional techniques in assisting the program activities; serving as a positive role model to student athletes; and serving in a liaison capacity for the school and program with other schools both within and/or outside the district, to the community and to the various organizations. Individuals in this job classification are assigned to a position for a specific sport.

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**Essential Job Functions:**

- Attends work in a regular, reliable and punctual manner.
- Analyzes and assesses opposition's strategies and strengths/weaknesses for game/event prior to and/or during athletic events as appropriate for the purpose of developing game plan/approach.
- Assesses student athletes for the purpose of providing feedback to students on his/her individual performance and/or determining team placement.
- Assists the Head Coach in developing and promoting off season programs and opportunities for student athletes (e.g. open facilities, strength training, speed development, and team camps, etc.) for the purpose of strengthening and improving the skills of student athletes and the program.
- Attends a variety of meetings, workshops, conferences, etc. for the purpose of receiving and conveying information.

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- Attends a variety of supporting activities (e.g. parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments.
- Collaborates with other coaching staff (e.g. instructional techniques, organizations of practice, supervision guidelines and responsibilities, etc.) for the purpose of developing the program at all levels.
- Communicates to the Head Coach the needs of the program for the purpose of providing recommendations of expenditures for activities, supplies, etc. that will enhance the assigned athletic program.
- Develops game strategies/plans for the purpose of preparing the team and individual student athletes for the competition.
- Develops team and individual practice regimens (e.g. strength, speed, agility, nutritional, injury prevention, etc.) for the purpose of enhancing and improving student athletes' performance.
- Evaluates facility and playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing modifications or recommendations that would reduce the risk of injury.
- Instructs student athletes for the purpose of promoting individual growth in athletic skills, rules, teamwork, and sportsmanship.
- Maintains a variety of records (e.g. game/student athlete statistics, insurance, signed permission forms, emergency information, schedules, equipment inventories, etc.) for the purpose of complying with district, athletic conference, and state requirements.
- Oversees student managers, volunteers, etc. for the purpose of providing direction and monitoring activities.
- Promotes athletic program (e.g. conducts off-season clinics, information on skill-camps, attends community meetings, etc.) for the purpose of increasing interest and participation.
- Responds to inquiries (e.g. students, parents, other school staff, etc.) for the purpose of providing information, assistance and/or direction.
- Supervises student athletes during all areas of participation (e.g. competition, travel, meetings, before/after practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participants.
- Works in conjunction with the Head Coach to monitor student athletes' academic eligibility for the purpose of complying with MSHSAA requirements as well as providing appropriate intervention (counseling, tutoring, etc.) to students identified as needing assistance to maintain their athletic eligibility.
- Works with the Head Coach to develop a plan of action for fundraising and budgeting for the purpose of maintaining and balancing activity accounts.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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**Employee Behavior and Conduct:**

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.