

TITLE: HIGH SCHOOL ASSISTANT COACH

REPORTS TO: Head Coach, Director of District MSHSAA Activities

SUPERVISES: Athletic Team.

JOB GOAL: To carry out the Philosophy of the Athletic Program and the Athletic Code of Ethics.

PERFORMANCE RESPONSIBILITIES:

Instruction and Supervision

1. Learn and adhere to the coaching philosophy and program of the head coach.
2. Assist in explaining and distributing literature to all athletes concerning the Athletic Code of Conduct, team expectations and the protecting of student eligibility (MSHSAA).
3. Teach athletes the fundamental skills, theory and strategy of the sport.
4. Teach the athletes the value of good conduct, sportsmanship and good citizenship.
5. Provide supervision of athletes at all times and apply discipline in a firm productive manner.
6. Teach and emphasize safe procedures to the athletes.
7. Assist the head coach with out-of-season training as needed. Encourage multiple sport athletic participation.
8. Attend and assist with the athletic awards program.

Equipment and Facilities

9. Assist in the responsibility for care of equipment and facilities being used.
10. Assist in the issuance, return and maintenance of equipment.
11. Assist in insuring that all equipment is cleaned, repaired and stored properly at the end of the season.
12. Make recommendations to the head coach concerning needed equipment or repairs to facilities.

Administrative Duties

13. Enforce all building and district regulations and policies.
14. Assist head coach in registering and maintaining records on all athletes.
15. Assist head coach in assuring that a copy of the student's physical is current and in your possession before allowing them to participate.
16. Assist the head coach in assuring that a copy of the student's code of conduct and team expectations is current and in your possession before allowing them to compete.
17. Assist in providing information on game times, bus schedules, and practice times to parents and athletes.
18. Conduct yourself as a personal example of positive demeanor for the athletes and represent the school in a favorable manner.
19. Work cooperatively with the head coach on all endeavors related to your sport.
20. Perform scouting duties, bus travel duties, video/film work and study for the assigned team per the head coach's request.

Education

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| EMPLOYMENT: | Salary and work year to be established by the Board of Education. |
| EVALUATION: | Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. |

Signed: _____ Date: _____
(Principal)