

TITLE: MIDDLE SCHOOL ASSISTANT COACH

REPORTS TO: Middle School Head Coach, High School Head Coach,
Director of District MSHSAA Activities and Building
Administrator

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. Carry out the responsibilities of the lead and head coach during sport season.
3. Assist in explaining and distributing literature to all athletes concerning the Athletic Code of Conduct, team expectations and the protecting of student eligibility (MSHSAA).
4. Teach athletes the fundamental skills, theory and strategy of the sport.
5. Teach the athletes the value of good conduct, sportsmanship and good citizenship.
6. Provide supervision of athletes at all times and apply discipline in a firm productive manner.
7. Teach and emphasize safe procedures to the athletes.

Equipment and Facilities

8. Assist in the responsibility for care of equipment and facilities being used.
9. Assist in the issuance, return and maintenance of equipment.
10. Assist in insuring that all equipment is cleaned, repaired and stored properly at the end of the season.

Administrative Duties

11. Enforce the district athletic philosophy, regulations and policies.
12. Assist lead coach to register and maintain records on all athletes.
13. Assist lead coach in assuring that a copy of the student's physical is current and in your possession before allowing them to participate.
14. Assist lead 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.
15. Assist in providing information on game times, bus schedules, and practice times to parents and athletes.
16. Conduct yourself as a personal example of positive demeanor for the athletes and represent the school in a favorable manner.
17. Work cooperatively with the lead coach on all endeavors related to your sport.
18. Perform scouting duties for the assigned team per the head coach's request.

Education

19. Have knowledge and keep current on rules and regulations regarding your sport in accordance with MSHSAA.

20. Keep abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, or other methods.
21. Maintain certification in CPR and First Aid.

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.

Sport _____

Signed: _____ Date: _____
(Coach)

Signed: _____ Date: _____
(Director of District MSHSAA Activities)

Signed: _____ Date: _____
(Principal)