



Job Description

Liberty Public Schools

Extra Duty - Assistant Coach (Middle or High School)

Purpose Statement

The job of Extra Duty - Assistant Coach (Middle or High School) is done for the purpose/s of assisting with the design and implementation of an activities program from 8th 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.

Essential Functions

- 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.
- 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 regimes (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 students 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.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, 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: perform basic math, including calculations using fractions, percents, 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: community support organizations and public relations; equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulations; participant eligibility, attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

SKILLS are required to perform multiple, 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: multiple, 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; coordinating activities with other schools, districts and/or agencies; organizing and communicating information and concepts; and overseeing financial transactions.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; modeling sportsmanship and enforcing sportsmanlike behavior among students; motivating participating student athletes; providing a firm, fair, and consistent discipline approach; providing leadership, direction, and team building; traveling to off- campus athletic events; traveling to off-

campus competitions; and working extended hours that may include evenings and/or weekends.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant 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, 40% walking, 50% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

- Experience:** Job related experience with increasing levels of responsibility is desired.
- Education:** High School diploma or equivalent.
- Equivalency:** Associates Degree preferred

Required Testing

None Specified

Certificates and Licenses

60 College credit hours minimum and a completion of NFHS Fundamentals of Coaching course OR a Missouri State Teaching Certificate

Continuing Educ./Training

CPR/AED Training
Sports First Aid Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

Pay Grade

Revised Date