



City of St. Charles School District

ASSISTANT COACH

Reports to:	Head Coach/Activity Director
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	Sport Season
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Assistant Coach is responsible for assisting the Head Coach in the encouragement of each participant to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Assist the head coach with individual participants in the skills necessary for achievement in the activity.
- Assist the head coach in all aspects of the activity such as, but not limited to, practices and games.
- Assist the head coach in the responsibility for the regulations under MSHSAA and Title IX
- Assist the head coach in the maintenance and proper utilization of facilities.
- Ability to promote and maintain strong parental and community involvement.
- Assists the head coach in selecting, assigning, and evaluating all activity personnel for the activity.
- Assist the head coach in establishing the performance criteria for participation in an interscholastic activity.
- Assist the head coach in maintaining appropriate and accurate records for each activity.
- Responsibility for the safety, conduct, and general welfare of students.
- Maintains high standards of student conduct.
- Inventories and maintains equipment.
- Prepare appropriate reports as required by the District and the State.
- Represents the District on the appropriate committees.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.

EDUCATION AND/OR EXPERIENCE

- Hold a valid Missouri Teaching Certificate, if required.

SUPERVISION RESPONSIBILITIES

The Assistant Coach is responsible for assisting the head coach in the supervision of students involved in the activity.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

- Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY:

- Ability to define problems, collect, review, and analyze data, establish facts, and draw conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, media, and the community.
- Ability to communicate clearly and concisely both in written and oral form.
- Ability to perform duties in full compliance with district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach

with hands and arms and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

The demands of an extended workday (coverage of building activities and extra-curricular activities, etc), requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time.

WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The work environment may be extremely cold or extremely hot depending on the activity and the season of the year.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Assistant Coach
Revised SY 2004-2005