



PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
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www.ms136.org

Title: Assistant Coach
Pay Grade: Per District Policy
Supervisor: Athletic Director & Head Coach

Job Summary:

To motivate and develop in each participant skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

Essential Duties and Responsibilities:

Working with Student Athletes

1. Supervise assigned teams and players, overseeing an assigned area of focus such as offense, defense, goalie, or transition game
2. Attend all tryouts, practice meetings, and in-school events, and help supervise students during related field trips and other out-of-school functions
3. Help organize practice schedules and game rosters
4. Assist the Head Coach in assigning positions to players, and develop strategies and styles of play
5. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
6. Coach individual participants of varying abilities in the skills necessary for achievement in the sport involved
7. Help track student performance throughout the season and develop stat sheets on players
8. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities
9. Ensure that safety equipment is used correctly
10. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy
11. Help ensure that students are eligible to participate, and that they have had any necessary physical examinations
12. Actively promote the athletic program, seek student participation, and select team members
13. Model positive behavior and maintain a supportive environment and remain professional, even when tension is high
14. Maintain high standards of conduct for student athletes, including respect and fair play
15. Assist the Head Coach in upholding the rules of the Idaho High School Activities Association Handbook

Other

1. Work with other coaches, parents, referees, news reporters, operators of non-district facilities used for practice or competition as directed by the head coach
2. Assist the head coach, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork
3. Be prepared to take over full coaching duties in the event the head coach is absent or becomes ill
4. Assist in evaluating the program annually and making recommendations for improvements as necessary

5. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education as well as to the National Federation of State High School Associations Coaches Code of Ethics
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

Qualifications:

1. Idaho Teaching Certification, American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification
2. Certification in first aid and CPR
3. Demonstrated knowledge of **the sport you are coaching**, sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
4. Related experience as determined by the head coach and/or the Board
5. Ability to foster and sustain students' interest in the sport and promote skill development
6. Possess good organizational skills
7. Strong interpersonal and communication skills, and the ability to work well with students, parents, and colleagues
8. Maintain confidentiality of staff and students

Evaluation:

Performance of this position will be evaluated periodically by the head coach and/or the athletics and activities director in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment:

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____