



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Assistant Coach

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education, with endorsements in the area assigned
2. Successful coaching experience, preferred
3. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Students (7-12) in that particular program

REPORTS TO

Principal and Head Coach

JOB GOAL

To support the Head Coach with all assigned duties and coaching and to provide direction to student athletes so that they might achieve a high level of skill as well as appreciation for discipline, sportsmanship and teamwork.

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

PROFESSIONAL AND PERSONAL RELATIONSHIPS

1. Understand and follow all rules and regulations set forth by all governing agencies, such as School Board Policies, Mississippi High School Activities Association
 - a. Has a thorough knowledge of athletic policies approved by the School Board and is responsible for implementation of those policies
 - b. Knowledge of Mississippi High School Activities Association regulations and interprets and implements these regulations consistently for the staff
 - c. Follow the chain-of-command for all student and parent requests or grievances
2. Develop and maintain a good rapport with the coaching staff
3. Develop and maintain sound public relations; cooperate with news media, booster clubs, and interested spectators
4. Appropriate dress at practices and games
5. Maintain suitable sideline conduct at games toward players, officials, and other workers
6. Participate in professional development and other activities to improve coaching performance
7. Develop a good rapport with teachers, administrators, and other coaches
8. Work cooperatively with all school officials
 - a. Perform additional duties as established by the administration
9. Promote all sports in the academic program; cooperate with the administration to operate athletic programs as part of the total instructional program
10. Cooperate and communicate with parents during the entire year

COACHING PERFORMANCE

1. Develop respect by example in appearance, manners, behavior, language, and conduct during practice and contests
 - a. Exhibit exemplary personal conduct and good sportsmanship at all times
 - b. Provide for coaching conditioning of all team members, counseling when necessary
 - c. Supervise team members' appearance and behavior while representing the school
2. Provide leadership and attitudes that produce efforts by participants
3. Provide proper supervision of athletes in all areas (i.e. dressing room, training room, weight room, gym, outdoor facilities, and transportation)
4. Well versed and knowledgeable in matters pertaining to sports
5. Is fair, understanding, tolerant, sympathetic, and patient with team members
6. Use all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, and lasting values to each participant
7. Knowledge of medical aspects of the position, including first aid, injury policies, and hospitalization policies
 - a. Every injury is properly treated and reported to the appropriate administrators, athletic coordinator and parents
 - b. Follow all policies in regard to injuries, medical attention and insurance
8. Adhere to all safety procedures at all times, both at home and away

RELATED COACHING RESPONSIBILITIES

1. Has a sincere interest in players, their environment, and their problems, both when their sport is in and out of season
 - a. Assist student athletes in securing information concerning scholarships or financial aid
 - b. Ensure that no special privileges are provided for athletes with regard to the curriculum and instructional program
2. Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials
3. Resolve conflict in a professional manner
4. Responsible for the care of equipment used, including issue, collection, inventory, and storage
 - a. Provide for care of equipment and supervision of locker room
 - b. Assist in the collection and inventory of equipment
 - c. Assist in the maintenance of sports equipment
5. Assist with the cleanliness and maintenance of practice and game facilities
6. Assist with making the facilities (weight room, gym, etc.) available to athletes as necessary for a successful program
7. Demonstrate self-control and poise in areas related to coaching responsibilities
8. Display enthusiasm and exhibit interest in coaching
9. Keep school administrators informed about unusual events
10. Perform other duties as assigned

TERMS OF EMPLOYMENT

187 days annually with salary in accordance with the coaching salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.