

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Assistant Athletic Coach

**QUALIFICATIONS:**

- Valid teacher certification
- Demonstrated interest in and aptitude for performing tasks
- Valid commercial driver's license
- Such alternative to the above qualifications as the SCCSD Board may find appropriate and acceptable
- Good physical condition with the ability to lift 10 pounds

**REPORTS TO:** Athletic Coach, School Principal, Assistant Athletic Director, and Athletic Director

**SUPERVISES:** N/A

**JOB GOAL:** To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem

**PERFORMANCE RESPONSIBILITIES:**

- Coach individual participants in the skills necessary for excellent achievement in the sport involved
- Plan and schedule a regular program of practice in season
- Work closely with athletic director in scheduling interscholastic contests
- Recommend purchase of equipment, supplies, and uniforms
- Maintain necessary attendance forms, insurance records, and similar paperwork
- Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present
  - Maintain the grounds/surface of the facility in which assigned sport is conducted
    - Ensures all fields are ready for games played at the facility
    - Cuts lawn
    - Keeps bleacher area clean and free of debris
    - Lines the field
    - Keeps area around the field free of debris and litter
    - Keeps track area free of debris and litter
    - Keeps field house clean and free of debris and litter
    - Maintain all grounds associated and around facility in which assigned sport is conducted
- Drive school bus to and from athletic activities and events associated with the sport that he/she is assigned to coach

- Assist in establishing student eligibility in interscholastic competition in his sport
- Enforce discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students
- Keep abreast of current trends and changes of rules and regulations in the area of assigned responsibility
- Establish and maintain a professional working relationship with all coaches and players
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)