

## ***Lone Jack High School Varsity/ Assistant Coaching Description:***

**Reports To:** Athletics/Activities Director

### **Job Summary:**

Responsible for coaching student athletes in training, techniques, and strategies to prepare them for this sport/activity. Motivates student athletes to develop an appreciation of the sport/activity. Helps create an atmosphere of dedication, cohesiveness, and trust.

### **Education and Experience:**

- Previous experience as a participant in this sport/activity at the high school or college level preferred.
- Previous experience as a coach in this sport/activity at the high school or college level preferred.
- Must possess knowledge of effective coaching techniques and skills.
- Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- Awareness of safety concerns and risk management
- Experience in administrative work and/or supervision is preferred

### **Job Duties and Responsibilities:**

- Participate in organizational meetings for team prospects and encourage potential athletes to participate in the sport.
- Assess player's skills and assign team positions.
- Help implement a regular practice schedule and organize practice time to provide both individual and team development.
- Coordinate meeting and facility use for practices and events with the programs head coach.
- Supervise, coach, and instruct student athletes, individually and in groups, regarding the rules, regulations, equipment, training, techniques, and strategies of the sport.
- Observes players during meets and practices to determine the needs for individual or team improvement.
- Determines competition strategies based on team competencies.
- **Implement a character development program to model, teach, and expect character development from all players.**
- Monitor academic progress and citizenship of student athletes to ensure eligibility requirements are met.
- Follow established procedures in the event of an athlete's injury and administer first aid when necessary.
- Respond to risk management/emergency situations and notify emergency responders when appropriate.

- Maintain effective working relationships with school administrators, parents, students, and coaches.
- Follows MSHSAA and District regulations.
- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- Act as a team representative and promote the sport by communicating with the media, booster clubs, service clubs and other organizations.
- Follow established procedures for the proper care, maintenance and requisitioning of equipment, supplies and uniforms.
- Coordinate the development and implementation of a practice for recognition and awards with the Director - Athletics/Activities
- Maintain eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
- Track and record practice and event details, including student attendance.
- **Model non-discriminatory practices in all activities.**
- Immediately investigate complaints, respond to rule infractions, report serious violations of school rules or suspicious or unauthorized activities to school administrators.

**The District reserves the right to close this posting once a suitable applicant has been identified.**