



Board of Education of the City of St. Louis  
CAREER OPPORTUNITY

<b>Position Title:</b>	Assistant Coach
<b>Payroll/Personnel Type:</b>	Seasonal
<b>Reports to:</b>	Athletic Director and Head Coach
<b>Shift Length:</b>	Varies
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

To assist in the designing and implementing of the athletic program for the assigned sport in accordance with the applicable rules and regulations.

**Essential Functions:**

- Adheres to all adopted Board of Education policies
- Adheres to all MSHSAA policies and PHL Coaches Handbook
- Provides supervision of students during all aspects of the program
- Serves as a positive role model to the student athletes and represents the St. Louis Public Schools District in a well-respected manner
- Upgrades his/her knowledge and skills through coaching clinics, observations consultation, etc.
- Understands the proper administrative chain of command and refers all student/parent requests or grievances through the proper channels
- Maintains discipline and works to increase morale and cooperation within the school sports program
- Has thorough knowledge of MSHSAA and PHL athletic policies and is responsible for its implementation
- Demonstrates the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship
- Present at all practices, games and while traveling
- Provides assistance, guidance and safeguards for each participant
- Understands the policies concerning injuries, medical attention and emergencies
- Arranges for the issuing and storing of equipment and submits to the head coach an annual inventory and current records concerning the same
- Recommends to the head coach budgetary item for the next year in his/her area of the program
- Examines the locker rooms before and after practices and games, checking on general cleanliness of the facility
- Instills in each player a respect for equipment and school property, its care and proper use
- Recommends purchase of equipment, supplies and uniforms
- Assists the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport
- Assess player's skills, monitor players during competition and practice, and keeps the head coach informed of the athletic performance of the students
- Works within the basic framework and philosophy of the head coach of that sport and assists with determining game strategy
- Attends all staff meetings and carries out scouting assignments as outlined by the head coach
- Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs
- Attendance should be consistent



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**Knowledge, Skills, and Abilities:**

- Never leave practices, games, or any other contest where a student's attendance is requested until the last student has left
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Ability to communicate with families, students, and school employees
- Knowledge of relevant sport and its rules and regulations
- Ability to provide positive and constructive coaching and feedback to athletes
- Effective oral and written communication skills
- Demonstrate success in area of application

**Experience:**

- Previous coaching experience in assigned sport is desired
- Knowledge and background in the assigned sport

**Education:**

- Bachelor's Degree (preferred)
- Valid Professional Teaching Certificate in the State of Missouri OR NFHS Fundamentals of Coaching and a Valid Missouri Substitute Certification (required)
- First-Aid and CPR Certification (required)
- Completion of Concussion in Sports Course (required)

**Physical Requirements:**

- 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 function
- While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit
- While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books, equipment, uniforms, and AV/VCR carts
- The employee is directly responsible for safety, well-being, or work output of other people
- 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 position requires the individual to meet multiple demands from several people and interact with the public and other staff
- The employee is frequently required to drive throughout the district and to events

**Working Conditions and Environment:**

- Work is routinely performed in a typical gym, field, game, or practice setting
- Very limited or no exposure to physical risk



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**Disclaimer:**

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 for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

\_\_\_\_\_ Date  
Human Resources

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***