

**Assistant Coach  
Job Description**

**Burrton, USD 369**

**Purpose:** The Assistant Coach helps head coach in overseeing the details related to the successful operation and administration of the activity. The general safety and welfare of each participant shall be the primary concern. The assistant coach also is to work closely with other staff and the administration of the District.

**Responsible to:** Head Coach and Principal

**Payment rate:** According to negotiated agreement

**Qualifications:**

1. A Bachelor's Degree from an accredited college/university or meet Rule 10 requirements.
2. Current Kansas State Teaching Certificate on file in the Central Office or meet Rule 10 requirements.
3. Fulfills test requirements of the KSHSAA.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Obtain and maintain current first aid, CPR and AED certifications.
2. Provide supervision and quality instruction to staff and participants.
  - a. Instructional
  - b. Non-instructional
3. Enforce rules and regulations:
  - a. Establish fair rules.
  - b. Communicate rules.
  - c. Enforce rules.
3. Remind athletes of the inherent dangers of the sport.
4. Appropriately match competitors
  - a. Skill
  - b. Experience
  - c. Maturity
  - d. Height/weight
  - e. Age

f. Gender

5. Develop and implement a safe environment to the extent possible.
  - a. Equipment
  - b. Condition of facility
6. Provide a plan for handling injuries.
  - a. Foreseen
  - b. Unforeseen
7. Serve as a role model of character, conduct, and good sportsmanship.
8. Assist the head coach with tryouts and select participants in accordance with established guidelines.

**Physical Requirements/Environmental Conditions:**

1. Ability to work in noisy and crowded environments, with numerous interruptions.
2. Ability to work outdoors in a variety of weather conditions.
3. Ability to work various and numerous hours.

**General Responsibilities:**

1. Familiar with school district, department, and K.S.H.S.A.A. rules of eligibility. Attend state-sponsored rules meeting; ability to pass state rules tests and enforce such rules.
2. Responsible for submitting team rosters and requiring all athletes to have a physical examination and are scholastically eligible before participation is allowed. Responsible for requiring signatures to be received before participation is allowed.
3. Responsible for having lettering requirements on file in the Office.
4. Hold preseason staff meetings with staff, and determine roles of assistant coaches are well defined and understood.
5. Be responsible for supervision of athletic facilities used and securing such areas.
6. Organize teaching situations so teaching is being done at practice, pre-contest, half time, and post-contest time frames.
7. Implement a highly efficient and technically sound program of injury prevention and complete all paperwork as it relates to athletic injuries.
8. Attend and be prompt to all practices and meetings.

9. Ride the team bus to and from each contest with athletes.
11. Demonstrate on a daily basis effective reinforcement, whole-part-whole teaching, mental toughness development, drill work, myth building, and situational coaching during each practice session.
12. Maintain records on equipment and clothing checked in and out; turn in debt list and assist in getting debt list items returned.
13. Be responsible for making recommendations on facilities and equipment needs, and responsible for operating within the established budget.
14. Secure and inventory equipment at the completion of the season; such equipment inventory is on file in the Office.
15. Motivate and direct athletes by being positive in all situations.
16. Convey equipment and supply needs to Head Coach according to current budget.
17. Be responsible for making recommendations to K.S.H.S.A.A. in regard to state contest officials.
18. Demonstrate support for the entire athletic program as well as the programs established by the Burrton Recreation Commission.
19. Attend the athletic banquets.
20. Be responsible for keeping and annually updating team and individual records as requested by Head Coach. Submit needed public relations information when requested.
21. Fulfill post-season obligations: list of letter winners, evaluation process, debt list, recordings, books, blood kits, records (team and individual accomplishments), keys, equipment inventory, etc.
22. Keep proper receipts on all monies.
23. Be responsible for establishing and communicating team rules to athletes and parents. Maintain discipline consistent with rules. Address grievances and work to increase morale, proper behavior, and cooperation.
24. Display leadership of the highest quality in order to exemplify the importance of school attendance, school rules, and responsible behavior.
25. Promote program to assure maximum participation, positive publicity, and work to establish good relations with the media.
26. Display positive rapport with athletes, parents, and media.
27. Establish a method of checking on athletes' classroom behavior and performance.

28. Demonstrate loyalty to the athletic program. Commit a full measure of time, effort, thought, and energy to the program.
29. Keep Head Coach informed and the proper chain of command followed.
30. Be responsible for assisting athletes in making college and/or advanced educational selections.
31. Take advantage for self-improvement by attending clinics and seminars to stay current on new techniques and methods. Have an up-to-date knowledge of sport and needed skills being taught.
32. Dress appropriately.
32. Resolve conflicts that may develop within the program.
33. Implement and follow all school district policies during all activities.
34. Observe and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
35. Perform other duties and assume other responsibilities consistent with the nature of the position and requested by the Athletic Director, principal, or other Administrative staff.

**Term of Employment:** Academic year/Athletic Season as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.