



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 400 Extra-Duty Assignments
TITLE: 011 Assistant Coach

TITLE:	Assistant Coach (includes the following positions: <ul style="list-style-type: none">* Assistant/JV Basketball (Boys & Girls)* Assistant/JV Volleyball* Assistant/JV Wrestling* Assistant/JV Cross Country* Assistant/JV Baseball* Assistant/JV Softball* Assistant/JV Soccer (Boys & Girls)* JV Cheerleading)
QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Previous experience in the sport, either from coaching or personal competition* Highly organized with effective written and verbal communication skills
REPORTS TO / EVALUATED BY:	Head Coach, Building Principal, Assistant Superintendent, and/or Superintendent
TERM OF POSITION:	The 1st day of practice as established by the Missouri State High School Activities Association through the last scheduled athletic contest.
SALARY:	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
JOB GOAL:	To provide an atmosphere whereby each student-athlete can develop, build, and maintain a competitive program that will foster both physical and mental skills, a sense of personal worth and competence, knowledge and understanding of the pleasure of sports, and the principles of fair play and good sportsmanship.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Have extensive knowledge in and follow the rules, regulations, policies, and procedures of the Missouri State High School Activities Association (MSHSAA), the St. Louis Suburban Athletic Conference (SLSAC), and the Hancock Place School District.* Have extensive knowledge of the MSHSAA Eligibility Standards, the Interscholastic Rules and Regulations, Rules Governing use of freshmen for JV or Varsity competition, and distribute copies of the same to all student-athletes.* Assist the Athletic Director and Head Coach when needed or required.* Attend all MSHSAA meetings, conference meetings, or any other sport-related meetings such as pre-/post-tournament meetings, etc., unless excused by the Athletic Director or Head Coach.* Complete all necessary paperwork in a timely manner as requested by the MSHSAA, the Athletic Director, the Head Coach, any building administrator, or the district's Board of Education.* Assist the Athletic Director and Head Coach in completing MSHSAA eligibility forms for the sport.* Assist the Head Coach to ensure that each student-athlete has completed their physical exam prior to the beginning of each school year.* Assist the Athletic Director and Head Coach to ensure that each student-athlete file contains a signed MSHSAA Participation Certificate, a physical examination record, and a signed parental statement of health insurance coverage.



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 400 Extra-Duty Assignments
TITLE: 011 Assistant Coach

-
- * Exercise proper care and handling of district equipment.
 - * Provide for the safety of facilities and the safety of the student-athlete while conducting all practice sessions.
 - * Assist the Head Coach in conducting and supervising tryouts for the team, and select the team members.
 - * Organize, supervise, and conduct all practice sessions during the duration of the season, unless excused by the Athletic Director or Head Coach.
 - * Coach all games on the schedule for the duration of the season, unless excused by the Athletic Director or Head Coach.
 - * Ensure that the conduct and behavior of the Coach, the Assistant Coach(es), team players, team managers and/or assistants reflect the high ideals of competition, fair play, and good sportsmanship.
 - * Assist the Head Coach in providing a yearly inventory of team supplies and equipment to the Athletic Director.
 - * Participate in the annual recognition program for athletes, clubs, and other school organizations.
 - * Inform and make recommendations concerning athletics to the Head Coach or Athletic Director.
 - * Perform all other duties as dictated by law and/or assigned by the Head Coach, Athletic Director, Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005