

**Martensdale-St. Marys Community School District**

**Job Title:** Assistant Athletic Coach/Activity Sponsor

**Reports to:** Activities Director and Building Principal

**Date Revised:** 4 August 2014

**Basic Function:** Assist Head Coach in building and sustaining a successful program.

**Essential Functions:**

1. Attend all practices and contests as required by the Head Coach.
2. Maintain necessary attendance forms, statistics, and similar paperwork as directed by Head Coach.
3. Attend annual meeting with Activities Director and Building Principal to review program expectations and District procedures.
4. Serve as temporary head coach in the event of a legitimate need for coverage (i.e. illness, ejection, etc.) as authorized by contest officials or as deemed necessary by the Activities Director.
5. Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
6. Enforce discipline and sportsmanlike behavior at all times.
7. Complete necessary training and certifications as directed by District or appropriate athletic unions.
8. Adhere to all Board and District policies and procedures.
9. Other duties as assigned that comport with the functions of an assistant coach/sponsor.

**Specifications/Qualifications:**

- Valid Iowa Coaching Endorsement (if applicable)
- Additional applicable state-mandated training and certifications (i.e. concussions in sports, rules meetings, etc.)

**Physical Requirements:**

- Must be able to lift 50 lbs.

**Working Conditions:**

- Prolonged periods of standing; possible exposure to inclement weather (depending on sport/activity)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_