

**MSAD #28  
JOB DESCRIPTION**

**MIDDLE SCHOOL COACH**

**DESIRED QUALIFICATIONS:**

1. Knowledge of athletic activity, rules and policies
2. Experience working with middle school students, parents, and the community-at-large
3. Experience in a teaching capacity, either coaching or in the classroom-

**REPORTS TO:** Athletic Director

**JOB GOAL:** To deliver a safe and well-planned program that provides each student meaningful playing time, fosters physical skills, builds confidence, and promotes knowledge and understanding of the sport, and the principles of fair play.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans safe, well-organized practices that keep students engaged in developmentally appropriate activities.
2. Provides quality of instruction of the team- Using a progression of activities from simple to more complex.
3. Teaches the fundamentals of the sport and develops physical skills in all participants.
4. Provides meaningful playing time for each participant in league contests.
5. Communicates expectations for behavior and participation to all students and parents.
6. Develops and implements team goals.
7. Assumes responsibility for the distribution and collection of all school provided uniforms and equipment to team members.
8. Complete all required training including bullying prevention, concussion management and volunteer protocols.
9. Implements student health plans as directed by the school nurse.
10. Distributes and collects Athletic Transportation Permission Forms and actively supervises bus transportation to and from away contests.
11. Performs such other duties and assumes such other responsibilities as assigned by the supervisor.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the District.

4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** Stipend as determined by the Teacher Contract

**EVALUATION:** Performance of this job will be evaluated in accordance with the Performance Responsibilities listed in this document.

**History:** Approved: 01/16/13

Approved: May 19, 2021