

**Position:** High School Assistant Girls Basketball Coach

**Close Date:** Open Until Filled

**Reports to:** Head Coach / Athletic Director / School Administrator

**Work Hours:** Year Round

**Qualifications:** Meet all state certification requirements  
Current 1st aid / CPR

**Major Responsibilities:**

The Assistant Coach is responsible for assisting the head coach with organizing the program at Meeteetse Schools. Assistant Coach will assist with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

**Essential Job Functions:**

The success of our athletic program has a strong influence on the community's image and of the entire school. The public exposure is a considerable responsibility. Community pressure must not override the objectives of good sportsmanship and good mental health.

It is the expressed intent of the following, and the aforementioned, to give sufficient guidance to function as an assistant coach. In cases not specifically covered it shall be assumed that the professional coach will exercise good judgment in a reasonable and prudent manner.

The Assistant Coach will exemplify the district and school's efforts to promote #SeekSolveServe initiatives.

**SEEK**

- Assists with determining game strategy.
- Distributes equipment, supplies, and uniforms to students as directed by the head coach.
- Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
- Models non discriminatory practices in all activities.
- Attends staff development meetings, clinics and other professional activities to improve coaching performance.

**SOLVE**

- Assisted the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
- Organizes and directs individual and small group practice activities/exercises as directed by the head coach.
- Assists the head coach with supervising athletes during practices and competition.
- Follows established procedures in the event of an athlete's injury.
- Maintains the equipment room in orderly condition and assumes responsibility for its security.

### **SERVE**

- Assesses player's skills, monitors players during competition and practice, and keeps the head coach informed of the athletic performance of students.
- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- Assisted the head coach with submitting a list of award winners at the end of the season.
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
- Performs any other related duties as assigned by the Head Coach, Athletic Director & Superintendent or other appropriate administrator.
- Shows support and loyalty to fellow coaches, school, and district.

### **Work Environment:**

The work environment characteristics described here are representative of those an Assistant Coach encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors.

This job description in no way states or implies that these are the only duties to be performed by The Assistant Coach. Meeteetse Schools reserves the right to update, revise or change this job description and related duties at any time. This position is an at-will position and will require a yearly contract to continue service.