



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Substitute Coach
Payroll/Personnel Type:	Seasonal
Job #:	9080
Reports to:	Athletic Director/Head Coach
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

The Substitute coach is on as needed bases and assist each student/athlete in achieving a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. To assist in the designing and implementing of the athletic program for the assigned sport in accordance with the applicable rules and regulations.

Essential Functions:

- Adheres to all adopted Board of Education policies
- Adheres to all MSHSAA policies and PHL Coaches Handbook
- Serves in a leadership capacity to the community program
- Responsible with Athletic Director for all matters relating to the organization, administration, and philosophy of the sport under his/her supervision
- Develops a consistent and positive communications procedure through the school and media to inform the parents and the general public about his/her sport
- Recommends to the Athletic Director teams that may be scheduled
- Oversees the high school program in his/her sport
- Follows established academic and citizenship performance criteria for eligibility in interscholastic competition
- Coaches individual participants in the skills necessary for excellent achievement in the sport involved
- Enforces discipline and sportsmanlike behavior at all times
- Maintains an accurate and current team & program roster and submits copies to the Athletic Director
- Maintains accurate statistics, records and results of the season
- Maintains competency in MSHSAA rules, event procedures, coaching techniques and general information about all aspects of the sport
- Records, submits and maintains necessary MSHSAA and PHL forms and paperwork
- Encourages students to participate in multiple activities
- Works cooperatively with coaches/sponsors to facilitate student participation
- Recommends purchase of equipment, supplies and uniforms
- Inspects and observes activities on district property and during school activities, as possible, for correct safety procedures and to correct any unsafe practices and conditions immediately if injury may be imminent and to report all other potential safety hazards to their supervisors
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to communicate with families, students, and school employees
- Knowledge of relevant sport and its rules and regulations
- Ability to provide positive and constructive coaching and feedback to athletes



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- Effective oral and written communication skills
- Demonstrate success in area of application
- Assists Athletic Director in recruiting and hiring all assistant coaches
- Evaluates all assistant, sub-varsity and volunteer coaches in his/her sport
- Assigns duties to coaching staff

Experience:

- Experience in teaching, coaching, and sports medicine (preferred)
- Multi-site or K-12 maintenance management experience

Education:

- Bachelor's Degree (required)
- Missouri Teaching Certification OR NFHS Fundamentals of Coaching and a Valid Missouri Substitute Certification (required)
- First-Aid and CPR Certification (required)
- Completion of Concussion in Sports Course (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.