



Pre-Season Conference – Assistant Coach

– Required Meeting –

Date of Conference: _____

First Name: _____ Last Name: _____

School: _____ Sport: _____

Evaluator: _____ Title: _____

This evaluation contains the standards that have been identified as essential for coaches to possess and demonstrate. These standards are considered essential to successful athletic programs at the middle and high school level. A pre season conference will be scheduled with the coach to review these performance standards and discuss the expectations the administrator has of the person holding this position. This conference is intended to make the coach fully aware of the District goals as well as the administrator's personal expectations of the coach while holding this position.

At, or near, the conclusion of your coaching assignment for this year, the administrator will conduct a post season evaluation conference to review the degree to which the coach met, or failed to meet, these performance standards. The administrator's evaluation will be based on the coach's performance throughout the season and may include off season criteria.

Pre-Season Discussion

As coach for the upcoming season(s), the attached evaluation standards have been given and explained to me. I understand my attainment of these expectations will be the basis for my evaluation conducted at the conclusion of the season.

PURPOSES OF COACHING APPRAISAL

- To serve as a basis for the improvement of coaching instruction.
- To serve as a measurement of the professional growth and development of coaches.
- To enhance District activities.

CATEGORIES OF STANDARDS

- Professional and Personal Relationships
- Related Coaching Responsibilities
- Coaching Performance

PROCESS OF EVALUATION

- Pre-Season Conference
- Information and Data Evaluation
- Post-Season Conference

It is understood by the undersigned coach that his/her contract may or may not be renewed for the following year at the sole discretion of the Board of Education of Pueblo City Schools (District 60).

Comments of Assistant Coach:

Comments of Head Coach:

Comments of Principal:

Signatures:

Assistant Coach _____

Date _____

Head Coach _____

Date _____

Principal _____

Date _____

Assistant Coach's Evaluation

Rating Key: **1** = Critical Problem **3** = Satisfactory **5** = Outstanding
 2 = Needs Improvement **4** = Very Good **NA** = Not Applicable

Professional and Personal Relationships

Works cooperatively with athletic director in budget and other matters related to the coaching assignment.
Understands and follows rules and regulations as set forth by all governing agencies of the sport.
Participates in a reasonable number of professional and in-service activities.
Completes assigned duties in an effective, efficient, timely manner.
Wears appropriate dress at practices and athletic events.
Has completed appraisals of all assistant coaches in a timely and equitable manner.

Related Coaching Responsibilities

Works with head coach to maintain, inventories, issues, and stores equipment in a timely and accurate manner.
Contributes to a sense of team unity.
Supervises and administers locker and training rooms.
Shows an interest in players lives and families outside of athletics.
Maintains self control and poise; is consistently positive and/or enthusiastic.
Gives players feedback throughout the season and helps them understand their roll on the team in a consistent and fair manner.
With the head coach, sets performance goals for subvarsity players as appropriate.
Displays appropriate conduct toward players, of.cials, and other workers during practice and competition. (i.e.: Does not use alcohol, tobacco, or any other substance in the presence of students. Attends award banquets and extra duty that relates to the sport.)
Keeps head coach informed of any problems related to the sport.

Coaching Performance

Establishes goals for each sport season and evaluates said goals during and at the end of the season.
Helps head coach in the development of daily practices.
Provides for individual as well as group instruction, and promotes individual and team discipline.
Innovative in using new coaching techniques and ideas, in addition to proven methods of coaching.
Coach and coaching staff are prompt in meeting teams for practices and games.
Aids head coach in development of coaching strategies.

Parent - Student Community Involvement (also based on results of input letters received from parents)

Cooperates with parents, media, radio, television, booster clubs, other coaches, and sponsors.
Attends preseason meeting(s) to inform parents of expectations, responsibilities and solicit their input for program development. Listens to parent concerns and responds in a timely and appropriate manner.
Conducts self evaluation of athletic program with input from parents and participants.
Is fair and consistent with team members.
Provides leadership and develops attitudes that produce winning efforts.
Along with the head coach, help to structure program and training in order to provide for success, reward, feedback, interest, and effective level of concern for all participants.

(Save this filled form with a new file name)