



Beresford High School Athletics

Assistant Coach Evaluation

Coach: [Click here to enter text.](#)

Sport: [Click here to enter text.](#)

Season: [Click here to enter text.](#)

Total Years Experience: [Click here to enter text.](#)

Years in this assignment at Beresford: [Click here to enter text.](#)

The supervision and evaluation of coaches is a key element in improving the quality of student co-curricular/athletic experiences in the Beresford School District. It is the goal of the Beresford School District to have students experience high-quality activities/sports as part of their education.

The purpose of this assessment is to assist coaches with understanding the expectations of their positions and to recognize actions that are exemplary, those that meet the standards of expectations, and those areas that may require growth and improvement. This evaluation tool is aligned with the standards established for quality teaching (Charlotte Danielson), and is meant to be utilized as both a form of self-assessment and reflection as well as observation.

Standards addressed through the coaching evaluation will include the following four domains: 1) planning and preparation; 2) program environment; 3) program instruction; and 4) professional responsibilities.

Each of the four final practice ratings—unsatisfactory, basic, proficient, and distinguished—is defined in general terms to illustrate the continuum of possible performance relative to the coaching standards outlined in the four domains. The following indicators will be used to address standards in the four domains:

Unsatisfactory—a coach performing at the “Unsatisfactory” level does not appear to understand the underlying concepts of effective coaching and does not implement the standards into professional practice. Performance at this level requires significant intervention and coaching to improve the coach’s performance.

Basic—a coach performing at the “Basic” level appears to understand the framework conceptually but struggles to implement the standards into professional practice. Performance at this level is generally considered minimally competent for coaches early in their careers and improvement is expected to occur with experience.

Proficient—a coach performing at the “Proficient” level clearly understands the concepts represented by the framework and implements them well. Coaches performing at this level have mastered the art of coaching while working to improve professional practice.

Distinguished—a coach performing at the “Distinguished” level is a master coach and makes a contribution to the field, both inside and outside the coaching arena. While all coaches strive to

attain Distinguished-level performance, this level is generally considered difficult to attain consistently.

- NA—Not Applicable
- U—Unsatisfactory / Well Below District Standard (Requires an Immediate Plan of Assistance/Improvement Plan)
- B—Basic / Does Not Meet District Standard (Area for Growth and/or Improvement Needed and May Require a Plan of Assistance/Improvement Plan)
- P—Proficient / Meets District Standard
- D—Distinguished / Well Above District Standard

Following are characteristics of distinguished, proficient, basic, and unsatisfactory practices:

Distinguished Practices—Well Above District Standards

- Embedded in practice and habit
- Highly responsible and quality model for student-athletes
- Student-awareness of philosophy, tradition, and expectations
- Focus on individual student-athlete development
- Vision and perspective in program dealings

Proficient Practices—Meets District Standards

- Timely and consistent
- Responsible and appropriate model for student-athletes
- Expectations and implementation of policies and procedures are clear
- Focus on whole-group development and at times specific student-athletes
- Proactive approach in program dealings

Basic Practices—Area for Growth and Improvement Needed to Meet District Standards

- Inconsistency
- Reminders necessary
- Athletes, parents, and Activities department are uninformed or lacking details
- Reactive nature
- Disrespectful or inappropriate modeling for student-athletes

Unsatisfactory Practices—Well Below District Standards

- Frequent pattern of inconsistency
- Frequent reminders are necessary
- Athletes, parents, and Activities department are frequently uninformed or lacking details
- Frequently reactive in nature
- Consistently disrespectful or inappropriate modeling for student-athletes

1a. PLANNING & PREPARATION – BUDGET/ASSETS					
	NA	U	B	P	D
Review program budget with head coach, specifically how budget allocations and equipment/resources will impact assistant position.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bring new ideas to the head coach’s attention as appropriate.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. PLANNING & PREPARATION - TRANSPORTATION					
	NA	U	B	P	D
Review bus schedule with the head coach.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify Activities Director of changes in a timely manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c. PLANNING & PREPARATION – PRE-SEASON MEETING					
	NA	U	B	P	D
Align coaching philosophy with the head coach and district policies:					
✓ Program Philosophy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Program Expectations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Practice Schedules		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Competition Schedule		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Expectations of Student-Athletes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Expectations of Parents & Roles for Involvement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Lettering/Award Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Eligibility Requirements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Co-Curricular Code of Conduct		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Join & Promote Booster Club Membership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct a pre-season meeting with head coach for students and parents together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1d. PLANNING & PREPARATION – STUDENT ELIGIBILITY					
	NA	U	B	P	D
Keep accurate record of eligibility status for all athletes.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly review academic progress of student athletes.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e. PLANNING & PREPARATION – RULES, POLICIES, PROCEDURES, AND RISK MANAGEMENT					
	NA	U	B	P	D
Complete online rules exam/meeting in accordance with SDHSAA.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is knowledgeable about SDHSAA and NFHS rules respective to their sport.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is knowledgeable and puts in place prevention plans for addressing risks commonly associated with their program, practice, games, and supervision responsibilities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach has thorough knowledge of school policies and procedures and adheres to them; including but not limited to privacy, harassment/bullying, hazing, and the co-curricular code of conduct.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1f. PLANNING & PREPARATION – SCHEDULING & FACILITIES					
	NA	U	B	P	D
Collaborate with head coach to arrange practice schedule and update Activities Director of changes as appropriate.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 1 Comments from AD or Coach:

2a. PROGRAM ENVIRONMENT - COMMUNICATION					
	NA	U	B	P	D
Coach communicates expectations, concerns, and roles to athletes.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach assists in promoting sport within the school, media, and community through youth programs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides information in a timely manner to athletes, parents, Activities Director on any changes in schedules and on special programs (parent/senior night, etc.).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is responsive to concerns and follows through with contact to athletes, parents, head coach, and the Activities Director appropriately.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach submits nightly and weekly game/match/meet results to the media, including articles and pictures when appropriate and requested by the head coach or Activities Director.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. PROGRAM ENVIRONMENT - LEADERSHIP					
	NA	U	B	P	D
Coach models good sportsmanship and uses appropriate language.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is approachable and maintains an open mind.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is consistent in applying team philosophy and rules.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach promotes the benefits of participation in other sport and activity programs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach serves as a resource for community programs and parent-coached teams.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach cultivates a student-driven team atmosphere demonstrated through individual leadership development.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c. PROGRAM ENVIRONMENT – FACILITIES & EQUIPMENT					
	NA	U	B	P	D
Coach ensures facilities are safe and prepared for all practices and competitions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach ensures equipment is safe and prepared for all practices and competitions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach reports all facility and equipment concerns in a timely manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach ensures practice room, equipment room, locker room, training room, ice room, and coaches' office is organized and free of clutter.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides ideas for improvement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 2 Comments from AD or Coach:

3a. PROGRAM INSTRUCTION - PRACTICES					
	<i>NA</i>	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach is able to instruct athletes in the fundamental skills, strategy, and physical training associated with the sport.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice plans and pre-competition routines are specific, detail-oriented, and demonstrate an overall purpose.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach instructs athletes on the rules of the sport.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides positive and corrective feedback to athletes during practices that is immediate, specific, growth-oriented, cause and effect, and preserves dignity.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is able to modify instruction to meet the developmental needs of all athletes.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach directs other coaches, managers, and other program personnel in an efficient and purposeful manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. PROGRAM INSTRUCTION - COMPETITIONS					
	<i>NA</i>	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach provides positive and corrective feedback to athletes during competitions when able.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach stresses positives, learning, and work ethic to athletes.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach maintains discipline and works to increase team morale, cooperation, and teamwork.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach directs other coaches, manager, and other program personnel in an efficient and purposeful manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach plays athletes in accordance with established team rules and expectations, modeling consistency.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach consistently informs athletes of current standing within team structure, depth chart, etc. and how the athlete can increase their playing time or level of competition.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c. PROGRAM INSTRUCTION – ASSISTANT COACHES					
	<i>NA</i>	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach communicates with head coach prior to practice or competition to define roles and responsibilities for the day.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 3 Comments from AD or Coach:

4a. PROFESSIONAL RESPONSIBILITIES					
	NA	U	B	P	D
Coach has thorough knowledge of all school and district activities policies and is responsible for their implementation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach refers all requests for grievances/complaints through the proper channels.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach attends professional clinics or workshops.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach attends all coaches' meetings held by the Activities Director; including but not limited to seasonal meetings and all-coaches meetings.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides documentation of season ending reports within two weeks of final competition including team awards summary, inventory, and start/end participation numbers by grade level or information as directed by the head coach.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is a member of the SD High School Coaches Association and their respective sport state coaches' association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach advises Activities Director on any policy, method, or procedural changes as directed by the head coach.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach assists athletes in their college or advanced educational selection as appropriate.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is AED/CPR & First Aid certified.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach has met all online course requirements set by the SDHSAA.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 4 Comments from AD or Coach:

Head Coach's and/or Activities Director's Summative Statement of Strengths and Improvement Needs:

Strengths: Click here to enter text.

Areas for Growth/Improvement Needs: Click here to enter text.

Suggestions to Remediate Improvement Needs: Click here to enter text.

Summative Evaluation and Recommendation:

- Satisfactory – is recommended for continued assignment.
- Probationary – to be recommended for reassignment, provided there is a successful completion to a plan of assistance/improvement plan. Failure to complete plan of assistance/improvement plan will result in non-renewal.
- Unsatisfactory – is not recommended for continued assignment.

Comments by Coach (Optional – may attach separate sheet):

Signatures below indicate a conference was held with the Assistant Coach, Head Coach, and/or Activities Director. The signature below indicates the Assistant Coach has read the evaluation, but may not necessarily concur. A refusal to sign will require a third party signature.

Assistant Coach's Signature

Date

Head Coach's Signature

Date

Activities Director's Signature

Date