



STAFF ASSIGNMENTS/DUTIES/RESPONSIBILITIES Offensive Staff

	Steinberg	Charron	Maine	Cameron	Brandom	Sanchez
Positions	QB'S	RB'S/JV OC	WR'S	WR'S (JV)	OL	OL (JV)
Self-Evaluation	Grade QB's Position & O. Corrections	Grade RB's Position Corrections	Grade WR's Position Corrections	Grade WR's Position Corrections	Grade OL Position Corrections	Grade OL Position Correctic
Hudl Input	Game Script	D&D/Yd Line	Opponent Coverages	Formations/Plays	Fronts/Blitz	D&D/Yd Line/Ha:
Situational Analysis	3rd Down Red Zone Fronts Red Zone Coverages		Base Coverages Defense vs Coming Out	Self-Scout	Normal D & D Short Yardage & GL	
Scouting Report Game Plan Drawings	Overall Scouting Report Overall Game Plan New Installs	Run Game Video	Pass Defense Video	Secondary Personnel	Front Personnel Blitz Video	Assist OL Coach
Cards & Scripts	Team Scripts		7 on 7 Script Perimeter Script	Coverage Cards	Blitz Pick Up & Blitz Review Scripts	Front & Blitz Cards
Game Day Duties	Organize & Manage Offensive Walk Thru & Meeting Sidelines (Headset) Offensive Playcalls/Signals Meet w/Offense following each series	Conduct pre game RB meeting Assist w/Offensive Walk Thru Punt Alert/Punt Return Alert & FG/PAT Alert Signals Special Teams Roll Call	Conduct pre game WR meeting Meet w/WR's following each series Assist w/Offensive Walk Thru Signals Upload Game Video to Hudl	Conduct pre game WR meeting w/Coach Maine Assist w/Offensive Walk Thru Booth Coaches Office	Conduct pre game OL meeting Assist w/Offensive Walk Thru Meet w/OL following each series Sidelines (Headset)	Assist w/Offensive Walk Thru Booth (Headset) Ensure Locker Room Locked at end of nig

	Steinberg	Charron	Maine	Cameron	Brandom	Sanchez
Daily Duties	Daily	Daily	Daily	Daily	Daily	Daily
	Unlock Var Locker Room	Position roll call	Position roll call	JV Locker Room	Assist with Football class	Position roll call
	Set Up Clock/Timer	Var Locker Room (quality control) & close/secure.	Communicate practice needs to OC	Position roll call	H2O manager	Communicate practice needs to OC
	Communicate with Trainers	Communicate practice needs to OC	Assist w/everyday duties & responsibilities in season & off season.	Communicate practice needs to OC	Manage Strength Program	Assist w/everyday duties & responsibilities in season & off season
	Order Gatorade Product when needed	Assist w/everyday duties & responsibilities in season & off season.		Assist w/everyday duties & responsibilities in season & off season.	Position roll call	OL Equip secured & organized
	Position roll call			Field Lights	Communicate practice plan needs to OC	Assist w/Var Locker Room
	Manage Strength Program				Manage & communicate needs to video crew	
Mon/Wed QB Morning Meetings				Assist HC w/everyday duties in year round.		
Weekly/Other Duties	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
	Position grade checks	Position grade checks	Position grade checks	Position grade checks	Position grade checks	Position grade checks
	Run Varsity grade report	Game Stats (Maxpreps)	Game Stats (Maxpreps)	Determine position skill needs & communicate to OC	Determine position skill needs & communicate to OC	Assist HC in determining players to drop down for JV G:
	Organize Sunday Coaches Meeting	Determine position skill needs & communicate to OC Assist HC in determining players to drop down for JV Game	Determine position skill needs & communicate to OC	Update Offensive Game Goal Board Assist HC in determining players to drop down for JV Game		

	Steinberg	Charron	Maine	Cameron	Brandom	Sanchez
		Attend Sun Coaches Meeting	Attend Sun Coaches Meeting	Attend Sun Coaches Meeting	Attend Sun Coaches Meeting	Attend Sun Coaches Meeting
	Other	Other	Other	Other	Other	Other
	Input position players on hudl	Turn off field lights Input position players on hudl Assist w/year end Awards Banquet	Input position players on hudl Assist w/year end Awards Banquet Maxpreps Stats (Offense)	Input position players on hudl Assist w/year end Awards Banquet JV Locker Room Assist w/Film Exchange Assist w/Offensive Stats	Coaches gear Input position players on hudl Assist w/year end Awards Banquet Ensure Equipment Storage are is organized	Input position players on hudl Assist w/year end Awards Banquet
		Varsity Locker Room Maxpreps Stats				
Punt Team	Shield	Guards/Tackles (Compress/Corral)	Scout Returners	N/A	N/A	N/A
Punt Return	Quality Control	Block & Wall	Return Personnel	N/A	N/A	N/A
Kick Off	Quality Control	Bullets	N/A	Scout Return	N/A	N/A
Kick Return	Quality Control	Wings/Upbacks	Return Men	Scout KO	N/A	N/A
Hands	Quality Control	Front 5	Back 5 & Return Man	Scout KO	N/A	N/A
Field Goal/PAT	Interior 5	TE's	N/A	N/A	Interior 5	Interior 5
Field Goal/PAT Block	Quality Control	Scout FG	N/A	N/A	Scout FG	Scout FG



STAFF ASSIGNMENTS/DUTIES/RESPONSIBILITIES Defensive Staff

	R. Cronkite	J. Cronkite	Foster	Dellisanti	Platta	Sullivan
Positions	DL/DC	DB's/DC	LB's/JV DC	DL (JV)	DB's (JV)	OLB's
Self Evaluation	Grade Kickers/Punters Position Corrections	Grade DL Position & D. Corrections	Grade DB's Position & D. Corrections	Grade LB's Position Corrections	Grade DL Position Corrections	Grade DB's Position Correctic
Hudl Input	ODK	Run Play, Formation, Personnel, D. Personnel, Front, Motion	Pass Plays, Formation, Personnel, Covg. D. Personnel, Pass Zone	Quarter	Hash	Series Result
Situational Analysis	Top Runs Report Short Yd/GL Offense	D&D Report	Pass Tendency Report Self Scout	Red Zone Offense	Third Down Plays	Normal D & D
Scouting Report Game Plan Drawings	Overall Game Plan New Installs	Overall Game Plan New Installs	Opponent Personnel Blocking Scheme Cheat Sheet	Opponent Personnel	Passing Game Cheat Sheet	
Cards & Scripts	Inside Run Cards IR Script	Pass Cards/Pass Script	Assist w/Cards		Assist w/Cards	
Game Day Duties	Organize & Manage Offensive Walk Thru & Meeting Sidelines (Headset) Offensive Playcalls/Signals Meet w/Offense following each series	Conduct pre game RB meeting Assist w/Offensive Walk Thru Punt Alert/Punt Return Alert & FG/PAT Alert Signals Special Teams Roll Call	Conduct pre game WR meeting Meet w/WR's following each series Assist w/Offensive Walk Thru Signals Upload Game Video	Conduct pre game WR meeting w/Coach Maine Assist w/Offensive Walk Thru Booth Coaches Office	Conduct pre game OL meeting Assist w/Offensive Walk Thru Meet w/OL following each series Sidelines (Headset)	Assist w/Offensive Walk Thru Booth (Headset) Ensure Locker Room Locked at end of nig

	R. Cronkite	J. Cronkite	Foster	Dellisanti	Platta	Sullivan
Daily Duties	Daily Var Locker Room (quality control) & close/secure. Position roll call Communicate practice needs to DC Assist w/everyday duties & responsibilities in season & off season.	Daily East Side Equip Bin Position roll call Communicate practice needs to DC Assist w/everyday duties & responsibilities in season & off season. Field Lights	Daily Assist with football classes Update D. Practice Plan Assist w/everyday duties & responsibilities in season & off season. Position roll call	Daily Position roll call Communicate practice needs to DC Assist w/everyday duties & responsibilities in season & off season.	Daily East Side Equip Bin Position roll call Communicate practice needs to DC Assist w/everyday duties & responsibilities in season & off season.	Daily JV Locker Room (close/secure) Position roll call Communicate practice needs to DC Assist w/everyday duties & responsibilities in season & off season.
	Weekly Position grade checks Assist w/Game Stats Update Kicking Game Goal Board Attend Sun Coaches Meeting	Weekly Meet w/HC on Sunday to discuss any adjustments &/or additions to D. Game Plan Position grade checks Assist HC in determining players to drop down for JV Game Defensive Equipment shed. Attend Sun Coaches Meeting	Weekly Meet w/HC on Sunday to discuss any adjustments &/or additions to D. Game Plan Position grade checks Assist HC in determining players to drop down for JV Game Turn on/off clock Attend Sun Coaches Meeting	Weekly Meet w/HC on Sunday to discuss any adjustments &/or additions to D. Game Plan Run JV grade report Game Stats (Tackles & Turnovers) Maxpreps Attend Sun Coaches Meeting	Weekly Determine position skill needs & communicate to DC Position grade checks Update 10 Ways to Win a Game Board Attend Sun Coaches Meeting	Weekly Determine position needs & communicate to DC Position grade check Update Defensive Game Goal Board Attend Sun Coaches Meeting

	R. Cronkite	J. Cronkite	Foster	Dellisanti	Platta	Sullivan
	Other Input position players on hudl Assist w/year end Awards Banquet	Other Input position players on hudl Assist w/year end Awards Banquet Ensure Maxprep Stats up to date	Other Input position players on hudl Assist w/year end Awards Banquet Ensure Maxprep Stats up to date	Other Input position players on hudl Assist w/year end Awards Banquet	Other Input position players on hudl Assist w/year end Awards Banquet Maxpreps Stats Ensure equipment storage are is organized	Other Input position playe on hudl Assist w/year end Awards Banquet JV Locker Room

Punt Team	Shield	Guards/Tackles (Compress/Corral)	Scout Returners	N/A	N/A	N/A
Punt Return	Quality Control	Block & Wall	Return Personnel	N/A	N/A	N/A
Kick Off	Quality Control	Bullets	N/A	Scout Return	N/A	N/A
Kick Return	Quality Control	Wings/Upbacks	Return Men	Scout KO	N/A	N/A
Hands	Quality Control	Front 5	Back 5 & Return Man	Scout KO	N/A	N/A
Field Goal/PAT	Interior 5	TE's	N/A	N/A	Interior 5	Interior 5
Field Goal/PAT Block	Quality Control	Scout FG	N/A	N/A	Scout FG	Scout FG



BEAUMONT HIGH SCHOOL COUGARS FOOTBALL

Assistant Football Coach Evaluation Sheet

"Those who attend reunions 10, 20, 50 years after graduation don't always remember who they had for math or science, but they always remember their 'coach.' How do you want your players to remember you? What will be your coaching legacy?"



Assistant Coach

Coaching Assignment

Season

Duties/Responsibilities

General Comments:

EVALUATION

Commendations:

Recommendations:

JUSTIFICATION

_____ Reemploy

_____ Improvement must be demonstrated to justify recommendation for reemployment

_____ Does not meet the required District standards and is not recommended for reemployment

Head Coach Signature

Athletic Director Signature

Administrator Signature

Evaluation Rubric

5 = EXCELLENT	4 = VERY GOOD	3 = GOOD
Superior. An area of expertise. Serve as a model to other coaches.	Exceeds standards.	Meets standards. There is room to grow and improve however no significant deficiencies currently exist
2 = FAIR	1 = NEEDS IMPROVEMENT	N/A
Deficiencies exist. An effort should be made to improve performance.	Many deficiencies exist. An effort must be made to correct or improve performance to continue in coaching position	Not observed or does not apply to specific program

Organizational Skills

All required forms (grading sheets, info sheets, scouting reports, skill lists, etc.) are disseminated, collected, and returned to the Head Coach in a timely manner	5	4	3	2	1	N/A
Practice equipment is taken care of. Assists with the issue and return of safety equipment.	5	4	3	2	1	N/A
Attends meetings, practices	5	4	3	2	1	N/A
Models expectations of student/athletes	5	4	3	2	1	N/A

Comments: _____

Communication/Interpersonal Skills

Exhibits an enthusiastic and positive attitude	5	4	3	2	1	N/A
Maintains effective rapport with student/athletes	5	4	3	2	1	N/A
Maintains effective rapport with coaching staff	5	4	3	2	1	N/A
Supports and promotes goals and visions of the Head Coach	5	4	3	2	1	N/A
Uses appropriate verbal and non-verbal communication	5	4	3	2	1	N/A
Inspires all athletes regardless of skill level, situation, or attitude	5	4	3	2	1	N/A
Is consistent, fair, and equitable	5	4	3	2	1	N/A
Maintains positive rapport with coaches from other programs	5	4	3	2	1	N/A

Comments: _____

Instructional Skills

Fundamental skills are introduced and presented clearly and efficiently	5	4	3	2	1	N/A
Instruction is simple, succinct, and clear	5	4	3	2	1	N/A
Demonstrates/Models technique properly and correctly	5	4	3	2	1	N/A
Provides explanation of purpose for activity/skill	5	4	3	2	1	N/A
Ensures activity is appropriate for the skill level, ability, and physical fitness of student/athlete	5	4	3	2	1	N/A
Presents complex or advanced skills in a manner appropriate for the skill level, ability, and physical fitness of student/athlete.	5	4	3	2	1	N/A
Effectively evaluates student/athlete skills and places them in a position where they are more likely to experience success	5	4	3	2	1	N/A
Assists in the development of short and long term goals for both individual players and for the team	5	4	3	2	1	N/A

Comments: _____

Vision and Leadership

Develops collaborative relationships with peers and engages in active networking in an effort to improve	5	4	3	2	1	N/A
Seeks opportunities to attend clinics, conferences, and professional workshops to improve	5	4	3	2	1	N/A
Has a passion for students, athletics, and school	5	4	3	2	1	N/A

Comments: _____

