

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – ACADEMIC COACH (St. Marys High School & Pleasants County Middle School)

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a. Whereas this position is an extra-curricular assignment, individuals must be a regular employee.

Immediate Supervisor: Principal and/or Assistant Principal

FLSA Status: Exempt

Term of Employment: Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

Academic Coaches...

- must have an understanding of the purpose of academic competition as an extension of the traditional classroom experience.
- must have the knowledge and dispositions to lead a competitive academic program.
- must have the ability to work with students, other coaches, administrators, parents, and the public.
- must be able to demonstrate knowledge of academic concepts, skills, and related matters specific to academic competitions.
- must be fair and objective in selecting team members and choosing contest participants.
- must implement a system of rules consistently and fairly.
- must establish attainable expectations for students and communicates, promotes, and monitors student behavior
- must establish expectations consistent with the school and district philosophy.
- must be able to motivate students through effective leadership.
- must schedule contests with approval of the principal.
- must submit requests for Board of Education approval, when required.
- must arrange transportation for competitions in collaboration with the principal.
- must teach the importance and dignity of the individual, team, school, and community above winning.
- must check carefully and certify team members' eligibility lists.
- must plan for and prepare for competition events.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently

required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal

Amended: October 25, 2016