

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – COACH

**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 or qualifies for or holds a coaching authorization granted by the Office of Educator Effectiveness and Licensure.

**Immediate Supervisor:** Principal

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

**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:**

Professional and Interpersonal Relations - Communicates with educational personnel, parents, students, and others.

- Maintains knowledge of and adheres to all district policies and procedures.
- Adheres to all financial policies and procedures of the district in regard to the collection and disbursement of money, expenses, and receipts.
- Develops and manages the athletic budget for their particular sport.
- Maintains knowledge of and adheres to all conference and West Virginia Secondary Schools Athletic Commission (WVSSAC) rules and guidelines.
- Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are adhered to.
- Attends league, conference, and WVSSAC meetings.
- Appropriately maintains and secures confidential student records and inquiries.
- Maintains necessary records and completes required paperwork in a specified time and manner.
- Maintains a high degree of professionalism and interacts with student, parents, community, staff and the media in a positive manner.
- Commands respect by example in appearance, manners, behavior, and language.
- Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
- Employs appropriate conduct during practice and games.
- Works collaboratively with the school principal and athletic director.
- Works collaboratively with the athletic director in scheduling athletic competitions, scrimmages, etc.
- Ensures that medical and safety requirements are followed.
- Provides supervision of student athletes in locker rooms at home and away games and ensures appropriate behavior.

- Provides supervision of student athletes and travels on the team bus both to and from games.
- Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
- Maintains a safe environment and facilities for student athletes at all times.
- Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.
- Participates in activities that foster professional growth and development.
- Motivates coaches and players toward desired goals.
- Submits nominations for postseason conference/state recognitions and/or awards.
- Participates in special activities to include, pep assemblies, senior nights, banquets, when applicable.
- Follows end-of-season procedures.

Coaching and Relates Areas – Organizes strategies for teaching sports skills and sports management systems.

- Designs pre-season planning in accordance with the rules and regulations defined by the WVSSAC.
- Designs quality organization of practice sessions.
- Develops high caliber and quality instruction.
- Demonstrates the necessary skill sets and techniques necessary for individual and team achievement in the sport.
- Assesses player's skills, monitors players during competition and practice.
- Teaches fundamental skills.
- Works collaboratively with other coaches in determining game strategy.
- Follows established procedures in the event of an athlete's injury in accordance with the trainer, when possible.
- Cares for equipment and uniforms.
- Inventories all equipment and uniforms at the end of each season.
- Supervises managers and other support personnel.
- Designs, communicates and initiates game organization.
- Devotes the necessary time and energy to effectively execute coaching duties.

#### **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).

*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 Head Coach / Assistant Coach / Principal**

**Amended:** October 25, 2016