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Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651

Phone 304-872-3611

Fax 304-872-4626

Job Description

Position: Coach

Reports to: Principal/Athletic Director/Head Coach

Evaluation: Evaluations conducted as defined in West Virginia Board of Education Policy

FLSA status: Exempt

Job Summary:

To assist with participating students to achieve a high level of skill, an appreciation for the values of discipline, and an increased level of self-esteem.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Qualifications:

1. Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
2. Meet the qualifications outlined in WVBOE and WVSSAC Policy
3. Perform duties as described in the job description below.

RESPONSIBILITIES:

- Cooperates with building principal.
- Cooperates with athletic director.
- Develops rapport with coaching staff within the school.
- Organizes coaching staff if head coach. Assists Head Coach if assistant.
- Develops a positive relationship with student body.

- Develops a positive relationship with faculty.
- Develops a positive relationship with parents and community.
- Develops a positive relationship with game officials.
- Develops a positive relationship with news media.
- Develops a positive relationship with opponents.
- Employs appropriate conduct during games.
- Employs appropriate conduct during practices.
- Attends league, conference, and WVSSAC meetings.
- Participates in activities that foster professional growth and development.
- Motivates staff and players toward desired goals, and commands respect by example in appearance, manners, behavior, and language.
- Develops a high caliber and quality instruction.
- Teaches fundamental skills. Handles athletic injuries.
- Cares for equipment.
- Supervises participants and disciplines team appropriately.
- Designs quality organization of practice sessions.
- Designs pre-season planning.
- Supervises managers and other support personnel.
- Manages budget.
- Follows purchasing procedures.
- Initiates game organizational skills.
- Follows board of education, league, conference, and WVSSAC policies.
- Devotes time and energy to coaching duties.
- Follows end of season procedures.

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 multimedia 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.

Revised: June 2023