

MINERAL COUNTY SCHOOLS JOB DESCRIPTION

POSITION:	ASSISTANT COACH
IMMEDIATE SUPERVISOR:	Principal/Head Coach
FLSA/CONTRACT STATUS:	Extracurricular
EMPLOYMENT TERM:	Season as established by WVSSAC and schedule approved by Principal
SALARY:	As per Mineral County Coaching Salary Schedule
EVALUATION:	Performance in this position will be evaluated by the building principal/ immediate supervisor and in accordance with WV State Board Policy 5310 and Mineral County Board of Education Policy, Performance Evaluation of Personnel
JOB SUMMARY:	Provide assistance to the head coach in instructing student athletes to prepare them to achieve personal and team goals

PERFORMANCE RESPONSIBILITIES:

- Exhibits professional and interpersonal relations;
 - Cooperates with building principal, athletic director, and county staff;
 - Develops rapport with coaching staff within the school;
 - Develops positive relationships with participants, student body, faculty, parents, spectators, community, game officials, news media, and opponents;
 - Employs appropriate conduct during games and practices;
 - Motivates staff and players toward desired goals;
 - Displays appropriate appearance, manners, behavior and language; and
 - Commands respect by example in appearance, manners, behavior and language.
- Follows all school, county, league, conference, and WVSSAC policies;
- Attends league, conference and WVSSAC meetings if requested by immediate supervisor;
- Assists with implementing fundamental sports skills and sports management systems as directed by the head coach;
 - Develops and implements high caliber and quality instruction;
 - Teaches fundamental skills;
 - Handles athletic injuries;
 - Supervises and disciplines teams appropriately;
 - Designs quality organization of practice sessions;
 - Designs pre-season planning;
 - Supervises managers and other support personnel;
 - Initiates game organization skills;
 - Devotes time and energy to coaching duties;
 - Cares for equipment; and
 - Follows end of season procedures.
- Assists in providing leadership and support in planning, developing and implementing an instructional program in the sport as assigned by the coach;
- Assists in fostering a climate conducive to learning as assigned by the coach;
- Assists in establishing and implementing an improvement process for the sport as assigned by the coach;
- Assists in establishing a communications program with parents and the community;
- Maintains professional work habits;
- Maintains and upgrades his/her professional skills in order to improve instruction for students;
- Supports the head coach in the conduct of his/her particular sport and the total athletic program;
- Fulfills all responsibilities assigned by the head coach;
- Assumes the responsibility of the head coach, if and when necessary;
- Completes trainings required by WVSSAC
- Adheres to Employee Code of Conduct; and

- Performs duties as assigned by the immediate supervisor.

QUALIFICATIONS:

- Professional Teaching Certificate or Eligibility for Coaching Authorization; and
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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 stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb, 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 up to 50 pounds** of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and 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.

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. The work environment may be indoors in a gymnasium or outdoors with temperatures ranging from 20 degrees to in excess of 90 degrees F. The noise level in the work environment is 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Review Date: 2-2018