MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Head Coach

REPORTS TO: Principal and/or Athletic Director

CLASSIFICATION: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: Athletic Season for Awarded Sport

COMPENSATION: Based on McDowell County Schools Athletic Policy

EVALUATION: Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

JOB SUMMARY: Provide appropriate instruction to students for team play.

QUALIFICATIONS:
- West Virginia Teaching Certificate or hold a WV coaching authorization.
- Training in coaching, organizing, and administration of athletics desirable.
- Experience as a participant or coach of the sport.
- Other qualifications as determined by WVDE, WVSSAC, and school administration.
  - A tuberculin skin test upon hire as per WV Code §16-3D-3; and
  - Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Assume responsibility for all matters relating to the organization and administration of the team under his/her direction.
- Plan, organize, and schedule a regular program of practices during the season; coordinate with other head coaches the legal practicing in the off-season. A schedule must be submitted to the athletic administrator by June 1.
- Enforce discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual participants.
- Must make participants aware of rules and penalties at the BEGINNING of the season.
- Know and enforce all county, school, WVDE, WVSSAC, and federal rules/regulations. This would include team travel, school and transportation policies.
- Develop high caliber and quality instruction by teaching the necessary fundamental skills necessary for the athlete to achieve personal and team success.
• Develop positive relationships with the following: the sport participants, student body, faculty, parents and community (county), game officials, news media, opponents, athletic administrator and principal.
• Delegate responsibilities to his/her coaching staff and their assigned duties with the approval of the athletic administrator and principal.
• Maintain and prepare for use equipment as well as practice and game areas with concern for the safety of the student athlete.
• Prepare detailed equipment and supply request list and submit it to the athletic administrator two (2) weeks after the conclusion of the season.
• Keep informed of the academic progress of student athletes.
• Assist in fundraising activities and events for the total athletic program.
• Handle all athletic injuries in lieu of an athletic trainer.
• Prepare a list of letter winners and award winners for the sport and turn the list in to the athletic administrator within ten days of the conclusion of the season.
• Assume responsibility for supervision of student athletes before and after games and practices until all student athletes have left school property. This would include supervision in the locker room and on the bus.
• Supervise assistant coaches, managers, and other support personnel in cooperation with the principal and athletic administrator.
• Attend county staff development session on an annual basis.
• Attend league, conference and mandatory WVSSAC meetings.
• Participate in activities that foster professional growth and development.
• Motivate staff and players toward desired goals.
• Command respect by example in appearance, manners, behavior, and language.
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• Assume other duties as assigned by the principal and/or athletic administrator. May be responsible for planning and implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs, and field trips

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

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.

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