

# MCDOWELL COUNTY SCHOOLS

## Job Description

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**POSITION:** Head Coach

**REPORTS TO:** Principal, Assistant Principal, and/or Athletic Director

**CLASSIFICATION:** Professional

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**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** Athletic Season for Awarded Sport

**COMPENSATION:** Based on McDowell County Schools' Policy 8-023, Athletic Activities Minimum Standards

**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
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10
- Training in coaching, organizing, and administration of athletics desirable
- Experience as a participant or coach the sport
- Other qualifications as determined by WVDE, WVSSAC, and school administration

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop positive relationships with the following: the sport participants, student body, faculty, parents and community, game officials, news media, opponents, athletic administrator, and principal.
- 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 establish and oversee penalties for breach of such standard 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 includes 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.
- Delegate responsibilities and duties to his/her coaching staff with the approval of the athletic administrator and principal.

- Maintain and prepare equipment and practice/game areas to ensure the safety of all participants.
- Prepare detailed equipment and supply request list and submit it to the athletic administrator two (2) weeks after the conclusion of the season.
- Stay informed of the academic progress of student athletes.
- Assist in fundraising activities for the athletic program.
- Properly attend to all athletic injuries in lieu of an athletic trainer.
- Prepare a list of letter winners and award winners for the sport and submit to the athletic administrator within ten (10) 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, including 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 sessions, 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, both in person and on social media and adhere to the McDowell County Schools' Employee Code of Conduct.
- 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 substances that affect 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.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.*