

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Assistant Coach

REPORTS TO: Head Coach/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:

- Support the head coach in the development of his/her particular sport and the overall total athletic program.
- Fulfill all responsibilities assigned by the head coach with the approval of the athletic administrator and principal.
- Assume the responsibility of the head coach when necessary.
- Assist in fundraising activities and events for the total athletic program.
- Follows all WVSSAC rules, school, county, state and federal guidelines and rules.
- Develop positive relationship with the following: the sport participants, student body, faculty, parents and community (county), game officials, news media, opponents, athletic administrator and principal.
- Motivate staff and players toward desired goals.
- Command respect by example in appearance, manners, behavior, and language

May 2010
February 2011
January 2012

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- Implement fundamental sports skills and sports management system, as directed by head coach.
- Perform other duties as assigned by the principal and/or athletic administrator.

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.

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 or Diana Nash, 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.

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