

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Student Activity Coach/Adviser
JOB CLASS CODE:	TBD
CLASSIFIED/CERTIFIED:	Classified/Certified
REPORTS TO:	Building Principal/designee
SALARY SCHEDULE:	Stipend/Supplement amount determined by BOE-adopted supplement schedule
FLSA STATUS:	Exempt

REQUIRED QUALIFICATIONS

High School Diploma or GED

21 years of age (Head Coach or Adviser position); 18 years of age (Assistant Coach or Co-Adviser position, limited to elementary and middle grades)

Demonstrated working knowledge or experience in specified co- or extra-curricular activity (non-athletic activities not subject to KHSAA guidelines)

SCOPE OF RESPONSIBILITIES

To implement extended learning opportunities for students in the area(s) specified as co- or extra-curricular activities while ensuring student safety, compliance with district and organizational standards, and overall fidelity of the program through the designated staff leadership position as head or assistant coach, adviser, or other commensurate role.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Demonstrates understanding of fundamental principles of student activity and ability to assist students in developing competence in that area

Applies health and safety standards to optimize student safety

Leads and/or assists other staff in planning and implementing the program for the designated activity

Leads and/or assists in teaching fundamental skills, collaboration, strategy, and relevant rules and guidelines in individual, small-group, and full group settings

Leads and/or assists the staff with supervision of practices, rehearsals, and performances

Models good sportsmanship and self control and promotes positive team behavior among students while maintaining patience and a positive attitude

Leads and/or assists in promoting the specified activity in the school and community

Leads and/or assists with equipment maintenance; inventory of equipment, uniforms, and/or costumes; and supports the health, safety, and welfare of student participants

Performs other duties commensurate with the position as assigned by the supervisor/designee

PHYSICAL DEMANDS

The work is performed by sitting, standing or walking. The work requires the use of hands for simple grasping and fine motor manipulations. The work at times may require bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

TERMS OF EMPLOYMENT

The position is an additional duty assignment or annually contracted responsibility without a specified number of days to be worked within the current school calendar adopted by the Warren County Board of Education.

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Salary shall be determined by Board-adopted non-athletic supplement schedule or other board-approved action upon the request of individual school SBDM councils. Leave accrual will not apply as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the immediate supervisor.

WCBOE 09/03/2025

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date