Randolph County Board of Education
Elkins, West Virginia

Job Description

TITLE : Head Coach

QUALIFICATIONS:

A. WV teacher certification or WVSSAC Certification
B. Demonstrated competencies, aptitude, and interest for performing assigned responsibilities
C. Such alternatives to the above qualifications as the Board may find appropriate and acceptable while remaining in compliance with state policies/ regulations regarding extracurricular activities.

REPORTS TO: Principal/Athletic Director

SUPERVISORY RESPONSIBILITIES: Assistant Coaches

JOB RESPONSIBILITIES:

A. Coaches individual participants in the skills necessary for achievement in the sport involved.
B. Plans and schedules a regular program of practice in season.
C. Works closely with the athletic director in scheduling intramural and interscholastic contests.
D. Recommends purchase of equipment, supplies, and uniforms, as appropriate.
E. Completes and assists in the maintenance of necessary attendance forms, eligibility forms, insurance records, reports to SSAC, and similar paperwork.
F. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
G. Enforces disciplined and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
H. Accepts responsibility, under the supervision of the athletic director, for the care, cleaning, inventory, and storage of athletic equipment during and upon the conclusion of the season.

PERFORMANCE STANDARDS:

A. Provide effective leadership
    1. Knowledge in area of responsibility
    2. Correctness of judgments/decisions within assigned area of Responsibility
    3. Effectively direct all programs as assigned
B. Maintain professional work habits
    1. Fulfillment of job responsibilities and work as assigned
    2. Observation of established work schedule
    3. Compliance with established policies/ procedures

4. Demonstration of initiative with regards to area(s) of responsibility
5. Utilization of available time in an organized, systematic, and professional manner
6. Work cooperatively and professionally with fellow employees/ administrative staff
7. Maintenance of appropriate teacher-student relationships
8. Maintenance of confidentiality

C. Maintain and upgrade professional skills
1. Provide for professional growth through participation in individual and/or staff development activities
2. Keep abreast of new developments within assigned area of responsibility, remaining alert to possibilities inherent in such information for adoption.

TERMS OF EMPLOYMENT: Compensation and duration of coaching season to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's Policy (3220).