

Randolph County Board of Education  
Elkins, West Virginia

Job Description

TITLE: Assistant 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

REPORTS TO: Principal/Athletic Director/Head Coach

SUPERVISORY  
RESPONSIBILITIES: Assigned Staff

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 with the approval and direction of the Head Coach and Athletic Director (including all revisions).
- C. Works closely with the head coach and athletic director in establishing a schedule for intramural and interscholastic contests (all revisions require prior approval by head coach and athletic director).
- D. Recommends purchase of equipment, supplies, and uniforms, in cooperation with the head coach and athletic director.
- E. Maintains necessary attendance forms, insurance records, an similar paperwork (as assigned).
- 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, cooperation with the head coach, penalties for breach of such standards by individual students.

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).