

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Assistant Coach**

**QUALIFICATIONS:**

Teacher Certification and knowledge in assigned sport.  
Will consider individuals with Certification through WVSSAC.

**IMMEDIATE SUPERVISOR:**

Coach and Principal

**TERMS OF EMPLOYMENT:**

Seasonal Extra-Curricular

**EVALUATION:**

Performance of this job to be evaluated annually by the Principal.

**DUTIES AND RESPONSIBILITIES:**

1. Assists in providing leadership and support in planning, developing and implementing an instructional program in the sport as assigned by the Coach.
2. Assists in providing leadership and support in administering the sport program.
3. Assists in fostering a climate conducive to learning as assigned by the Coach.
4. Assists in establishing and implementing an improvement process for the sport as assigned by the Coach.
5. Assists in establishing good public and employee relations for the sport as assigned by the Coach.
6. Maintains professional work habits.
7. Maintains and upgrades his/her professional skills in order to improve instruction for students.
8. Communicates with parents and the educational community (Professional and Interpersonal Relations).
9. Implements fundamental sports skills and sports management systems (Coaching and Related Areas).

**ASSISTANT COACHES PERFORMANCE CRITERIA:**

**Professional and Interpersonal Relations**

Communicates with educational personnel, parents, students, and others:

Cooperates with building principal; cooperates with head coach; develops rapport with coaching staff and with the school; helps to organize coaching staff; develops positive relationship with participants, student body, faculty, parents and community, game officials, news media, opponents and employees; employs appropriate conduct during games and practices; participates in activities that foster professional growth and development; and commands respect by example in appearance, manners, behavior and language.

## **Coaching and Related Areas**

Organizes strategies for teaching sports skills and sports management systems:

Develops high caliber and quality instruction; teaches fundamental skills; handles athletic injuries; cares for equipment; supervises participants and disciplines team appropriately; designs well-organized practice sessions; designs pre-season planning; initiates game organization skills; follows league, conference, and WVSSAC policies; devotes time and energy to coaching duties; and follows end-of-season procedures.