

**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

Coach

QUALIFICATIONS:

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

IMMEDIATE SUPERVISOR:

Principal

TERMS OF EMPLOYMENT:

Seasonal Extra-Curricular

SUPERVISES:

Assistant Coach(es) (as applicable)

EVALUATION:

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

DUTIES AND RESPONSIBILITIES:

1. Provides leadership and support in planning, developing and implementing an instructional program in the sport.
2. Provides leadership and support in administering the sport program.
3. Fosters a climate conducive to learning.
4. Establishes and implements an improvement process for the sport.
5. Establishes good public and employee relations for the sport.
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).

COACHES PERFORMANCE CRITERIA:

Professional and Interpersonal Relations

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

Cooperates with building principal; cooperates with athletic director; develops rapport with coaching staff and with the school; organizes 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; attends league, conference and WVSSAC meetings; participates in activities that foster professional growth and development; motivates staff and players toward desired goals; 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; supervises managers and other support personnel; manages budget; follows purchasing procedures; initiates game organization skills; follows league, conference, and WVSSAC policies; devotes time and energy to coaching duties; and follows end-of-season procedures.