Cabell County Schools Job Description

Title Of Vacancy:	Assistant Coach
Location:	As per posting
Position Type:	Coach
Employment Term:	West Virginia Secondary Schools Activities Commission (WVSSAC) defined season, plus time necessary to complete responsibilities
Application Portal:	https://jobs.cabe.k12.wv.us/
Salary:	As per Cabell County pay schedule
Supervisor:	Principal/Assistant Principal

Qualification:

1. In order to be recommended and Board approved (before start date of the position), the successful coaching candidate must have completed all required trainings, courses, and coaching certificate authorization application set forth by the WVSSAC, Cabell County Schools, and/or the West Virginia Department of Education (WVDE), which include, but is not limited to, First Aid/CPR/AED/Concussion/Head Injury.
2. The successful candidate, other than those currently employed with Cabell County Schools, must complete all required hiring documentation/forms, background check, and drug screening through Cabell County Schools.
3. The successful candidate must hold (and maintain) current First Aid/CPR certification.
4. The successful candidate, other than those with a WVDE professional teaching certificate, must maintain the Coaching Authorization Certificate through the WVDE, applying for renewal of the authorization annually.
5. Display effective communication skills.
6. Ability to relate to students, staff, parents, and the community in a positive manner.
7. Must work with the school administration on agreements for use of facilities with community partners.
8. Must work with the community partners and school administration in the upkeep of facilities being used by their team.

*Please note: Candidates include citizens, currently employed professional and service personnel, substitute teachers, as well as student teachers. Student teachers will work directly under the supervision of the appointed coach or assistant coach. Additional information regarding candidate coaching certification through the WVSSAC includes:

a. Candidates who hold a WV Professional (Teaching) Certificate will not need to complete coursework through the WVSSAC.
b. Candidates who hold a WV (Teaching) Certificate with a CTE endorsement will need to complete the required coursework through the WVSSAC for certification.
c. Candidates who are employed within Service Personnel positions who do not hold a WV Certificate will need to complete the required coursework from the WVSSAC for certification.
d. Candidates who apply as *citizen* coaches will need to complete the required coursework through the WVSSAC for certification.
e. Candidates who apply as volunteer coaches, other than those with a WV Professional Teaching Certificate, will need to complete the required coursework through the WVSSAC for certification.

Duties and Responsibilities:

In addition to abiding by established laws, policies, rules and regulations through Cabell County Schools, the WVDE, and the WVSSAC, the Assistant Coach shall have the following responsibilities and duties:

1. Communicate with parents/guardians and the educational community.
2. Implement fundamental sports skills and sports management systems.
3. Be familiar with and maintain knowledge of the WVSSAC rules and regulations.
4. Attend meetings related to/ and complete required trainings in First Aid/CPR/AED/Concussion/Head Injury.
5. Exemplify behavior that is representative of the educational staff of the school.
6. Maintain self-control at all times, accepting adverse decisions without public displays of emotion or a dissatisfaction with officials.
7. Monitor behavior of all individuals associated with practices and games and demonstrate zero tolerance of bullying and harassment of players and coaches. Such harassment includes sexual, racial, ethnic, religious and disability harassment.
8. Address all issues of bullying and/or harassment immediately, even if a practice or game needs to be interrupted.
9. Participate in yearly civility and diversity training. Such training will be identified by the Superintendent or designee.
10. Pay close attention to the physical condition and well-being of the players, refusing to jeopardize the health of an individual for the sake of improving his/her team’s chances to win.

11. Prohibit gambling, profanity, abusive language, and similar violations of the true sportsman's code.
12. Anyone accepting this position is mandated to report suspected abuse and neglect.
13. Monitor students to ensure they are picked up by the appropriate parent or guardian.
14. Perform other responsibilities and duties as assigned by the Head Coach, Principal/Assistant Principal or Athletic Director.

Prior to Season:

a. Assist head coach with checking the condition of the equipment and playing field/complex/area, notifying the head coach of any needed repairs.
b. Attend coaching clinics when there is a direct value to the program.
c. Familiarize yourself with and, at all times, abide by WVSSAC rules and regulations.

At Beginning of Season:

a. Assist head coach in selecting students who will be participating in the athletic program.
b. Assist head coach in gathering participant forms, lists, and other documents, as related to the particular requirements of the sport.
c. Assist head coach in explaining to students how athletic injuries are handled.
d. Assist head coach in explaining to students the proper use and care of equipment.
e. Assist head coach in publicizing stories of interest through local media/social media.
f. Assist head coach with involving parents/guardians with the athletic program.
g. Assist head coach in making sure that athletic equipment provided by the school is properly marked and ready for use at the first practice.
h. Assist head coach in explaining to students the WVSSAC rules regarding eligibility, conduct, etc.
i. Assist in arranging transportation for all away events with head coach, the principal or athletic director.
j. Assist with distribution of uniforms, if applicable.

During Season:

a. Attend all practice sessions and games.
b. Supervise athletes at all times.
c. Assist head coach with maintenance of the playing area and equipment.
d. Assist head coach with notifying local media/social media of each game's results.

e. Assist head coach in identifying prospective college players and making contact with appropriate institutions of higher education (High School only).
f. Assist head coach with other duties as assigned.

At End of Season:

a. Assist head coach with uniform and equipment inventory.
b. Assist with the cleaning, repair, and storing of all equipment.
c. Assist with the identification of new equipment needed before the next season.
d. Assist in providing the head coach, principal or athletic director with a list of uniform and equipment needs for next season.
e. Assist in completing required reports in a timely fashion.

Additional Information: