TITLE: **Paraprofessional Head Coach**

QUALIFICATIONS:

1. ~~Has a high school diploma or G.E.D. certificate~~
2. Have a high school diploma (or its equivalent), be age 21 or over and completed all KHSAA Board of Control prescribed electives outlined in KHSAA Bylaw 25
3. Have current certification of C.P.R. course including Adult and Child certifications, the use of an Automatic External Defibrillator and the requisite First Aid Training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association or other bone fide accrediting agency that is approved by the KHSAA based upon industry standards
4. Have successfully completed the Sports Safety Course as outlined in KRS 160.445
5. ~~Has current certification in first aid and CPR~~
6. Has prior coaching experience or exhibits evidence of knowledge in the sport assigned
7. Has the ability to work well with students
8. Has the ability to communicate effectively with students, ~~staff~~, faculty, parents, ~~media~~ and the community

REPORTS TO: Principal

JOB GOAL: To help each participating student achieve a high level of skill, and an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Coach individual participants in the skills necessary for excellent achievement in the sport involved
2. Plan and schedule with the athletic director (with approval of the principal) a regular program of practice for each season
3. Assist the athletic director in scheduling all interscholastic contests in the sport involved
4. Prepare bids and recommend purchase of equipment, supplies, and uniforms as appropriate
5. Maintain necessary attendance forms, insurance records, and similar paperwork, as specified by the athletic director
6. Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present
7. Enforce the established performance criteria for eligibility in interscholastic competition in the assigned sport
8. Enforce discipline and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual pupil
9. Develop an annual budget request for the sport, in cooperation with the principal and athletic director and administer the annual budget for the sport according to established policies and procedures
10. Evaluate all assistant coaches who are responsible to him/her and make recommendation to the principal and the athletic director
11. Oversee the proper maintenance and care of athletic equipment
12. Maintain a file of practice schedules to document the teaching of proper skills/knowledge
13. Submit purchase orders to athletic director for review and approval
14. Obtain advanced approval from the principal for all fund raising activities
15. Monitor and be responsible for all student fund raising activities related to the sport involve
16. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Stipend
* 9 ¼ months
* NOTE: Paraprofessional Head Coaches may not coach high school *varsity football* or *basketball* teams.