

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Head Athletic Coach

REPORTS TO: Athletic Director and School Principal

SUPERVISES: Assistant Coaches

BASIC FUNCTION: To coach and oversee the activities of the team.

REPRESENTATIVE DUTIES:

The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Promote sports in the schools and community;
- Plan the assigned program, including the organization and supervision of practices and scheduling (with the Athletic Director) of events and competitions;
- Communicate effectively with students, parents and the community the objectives of the designated program;
- Establish fair and practical rules and regulations that all athletes must obey. Rules and regulations must be in writing, reviewed with team members, dated and signed by students and kept on file. The document(s) should list specific discipline consequences for rule infractions;
- Teach individual fundamental skills, team play, team strategy and rules and regulations of the sport;
- Teach good sportsmanship and self-control, and ensure respect is shown to visiting or hosting coaches, players and supporters;
- Verify eligibility of participants, including insurance coverage, completion of an annual physical and parent consent. KHSAA requirements must be enforced. Satisfactory academic progress must be required. Athletes must be made aware of academic expectations and requirements;
- Provide and maintain clean, orderly and secure facilities;
- Provide students a proper role model, emotional support, patience, a friendly attitude and general guidance;
- Conduct learning experiences with small groups of student athletes;
- Recommend the purchase of equipment, supplies and uniforms as appropriate for the health, safety and welfare of student athletes;
- Develop opportunities for all students interested in participation on the team;
- Establish criteria for selection of students who will participate in competitions;
- Determine role and select team leaders;
- Provide leadership and coaching techniques to make Lee County Schools competitive with other school districts in the district and region;
- Monitor and work within the team budget and plan fundraisers. Keep accurate records of the spending of school activity funds. Purchase orders should be completed prior to ordering supplies and submitting registrations and should be approved by the Athletic Director;
- Require acceptable and responsible behavior on buses and in other venues during travel;
- Encourage students to appreciate and value their classmates, school, and community.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The rules specific to the sport;
- Successful experience working with students;
- Excellent organizational ability;

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with students, parents, staff and community members;
- Communicate effectively both orally and in writing;
- Commit to report to work on a regular and punctual basis;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Perform all other related work delegated or required to accomplish the objectives of the program.
- Observe health and safety regulations

PHYSICAL DEMANDS:

- Work is performed while standing, sitting, and/or walking;
- Moderate jogging and running;
- Requires bending, squatting, crawling, climbing, reaching;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires the ability to lift, carry, push, or pull light to heavy weights.

EVALUATION:

- Annual development of Professional Growth Plan;
- Annual evaluation of job performance by supervisor.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Previous experience as a coach or participant on a team;
- High school diploma or GED certificate;
- For KHSAA Sanctioned sports meet all coaching requirements in KHSAA bylaw 25
- Current certification in first aid and CPR;
- Completion of KHSAA training programs as applicable;
- Completion of required district training programs as applicable.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: