

POWELL COUNTY SCHOOLS

JOB DESCRIPTION

POSITION TITLE: Head Academic Coach

REPORTS TO: School Principal

SUPERVISES: N/A

BASIC FUNCTION: Responsible for overseeing the activities of the academic 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 to practices and matches.
- Promote academics in the schools and community;
- Plan the program, including the organization and supervision of practices and competitions;
- Communicate effectively with students, parents and the community the objectives of the academic program;
- Establish fair and practical rules and regulations that all participants must obey;
- Create a criteria for selection of students who will participate in competition. Determine role and selection of team leaders;
- Establish team goals and plan for competition; Promote and monitor these goals to keep the team on task;
- Promote individual skills, team play, team strategy and rules and regulations;
- Teach and model good sportsmanship and self-control, and ensure respect is shown to visiting or hosting coaches, student participants and supporters;
- Verify eligibility of participants;
- Provide and maintain clean, orderly and secure facilities;
- Provide students a proper role model, emotional support, patience, a friendly attitude and general guidance;
- Develop opportunities for all students interested in participation on the team;
- Provide leadership and coaching techniques to make Lee County Schools competitive with other school districts in the district and region;
- Plan, monitor and organize fundraisers and operate within the budget of the program;
- Maintain acceptable and responsible behavior on buses and at other venues during travel;
- Work with the Transportation Department to ensure travel needs are met timely;
- Encourage students to appreciate and value their classmates, school, and community.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable competition rules and guidelines;
- Successful experience working with students

ABILITY TO:

- Have organization skills;
- Establish and maintain cooperative and effective working relationships with students, parents, staff and community members;
- Communicate effectively both orally and in writing;
- Perform all other related work delegated or required to accomplish the objectives of the program.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking;
- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting , crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light to heavyweights.

EVALUATION:

- Principal will evaluate based upon ability to develop an academic team that fosters the love of academics and performs to the best of their ability in competition.

EDUCATION, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Previous experience as a coach or participant on an academic team preferred;
- Kentucky teacher certification preferred;
- Completion of 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:

Class Code: 6160

6160 Head Academic Coach