



**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

**TO:** Dr. Jesse Bacon, Superintendent *JJB*  
Dr. Adrienne Usher, Assistant Superintendent

**FROM:** Althea Hurt, Director of Human Resources *AH*

**DATE:** November 21, 2023

**RE:** Item for the DECEMBER Board Meeting - Job Descriptions - Middle School Head Fastpitch Softball Coach & Elementary Head Basketball Coach

BCPS District Activities Coordinator, Mr. Jerry Wyman, requests approval of the job descriptions for "Middle School Head Fastpitch Coach" and "Elementary Head Basketball Coach." We currently have general job descriptions for coaches at the secondary level. These new descriptions will provide for specific duties and responsibilities at the lower grade levels.

Attachments: Job Descriptions

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

## **JOB DESCRIPTION**

**TITLE:** Elementary Head Basketball Coach

### **QUALIFICATIONS:**

1. Previous coaching experience in assigned sport is desirable.
2. Has knowledge and background in assigned sport.

### **REPORTS TO:**

The Building Principal or his/her designee.

### **SUPERVISES:**

All student athletes in program and any assistant coaches or volunteers that assist with the program.

### **JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the Principal and District Activities Coordinator.. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

### **DUTIES AND RESPONSIBILITIES:**

1. Has a thorough knowledge of the Administrative Guidelines as developed under the Bullitt County Board of Education Athletic Policies.
2. Has knowledge of existing system and state regulations and implements these regulations consistently.
3. Understands the proper administrative line of command.

### **REQUIREMENTS**

1. Must be certified in CPR and AED
2. Must complete the criminal background check
3. Must complete the Child abuse and neglect (CAN) form

### **STAFF RESPONSIBILITIES:**

1. Establishes the fundamental philosophy, skills, and techniques to be taught by staff.
2. Teacher Character and Sportsmanship at all times and models appropriate behavior.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes and assists the Principal in evaluating all aspects of the program.
4. Maintains discipline, addresses grievances, and works to increase morale and cooperation within the program.
5. Addresses any issues with students regarding grades and discipline in school. Holds those students accountable who do not perform and behave appropriately.
6. Performs other duties that may be assigned by the building Principal or designee.

### **EQUIPMENT AND RESPONSIBILITIES:**

1. Is accountable for all uniforms and equipment. Collects the cost of any equipment lost or not returned.
2. Arranges for issuing the storing of equipment and submits an annual inventory and current records concerning equipment to the Principal or designee..
3. Recommends budgetary items for the next year in his/her area of the program.
4. Monitors equipment rooms and coach's office(s), and authorizes who may enter.

## **JOB DESCRIPTION**

**TITLE:** Middle School Head Fastpitch Softball Coach

**QUALIFICATIONS:**

1. Previous coaching experience in assigned sport is desirable.
2. Has knowledge and background in assigned sport.
3. 21 years of age or older

**REPORTS TO:**

The Assistant Principal and athletic director

**SUPERVISES:**

All student-athletes in the program and any assistant coaches or volunteers who assist with the program.

**JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the Assistant Principal and Athletic Director and District Activities Coordinator. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

**DUTIES AND RESPONSIBILITIES:**

1. Has a thorough knowledge of the Administrative Guidelines as developed under the Bullitt County Board of Education Athletic Policies.
2. Has knowledge of existing system and state regulations and implements these regulations consistently.
3. Understands the proper administrative line of command.

**REQUIREMENTS**

1. Must be certified in CPR and AED
2. Must complete the BCPS criminal background check
3. Must complete the Child abuse and neglect (CAN) form
4. Must complete an emergency simulation including cardiac response
5. Must complete all BCPS safety requirements and courses.
6. Must complete the KHSAA Sports Safety Course.

**STAFF RESPONSIBILITIES:**

1. Establishes the fundamental philosophy, skills, and techniques to be taught by staff.
2. Teacher Character and Sportsmanship at all times and models appropriate behavior.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes and assists the Principal in evaluating all aspects of the program.
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**EQUIPMENT AND RESPONSIBILITIES:**

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2. Arranges for issuing the storing of equipment and submits an annual inventory and current records concerning equipment to the Principal or designee..
3. Recommends budgetary items for the next year in his/her area of the program.
4. Monitors equipment rooms and coach's office(s), and authorizes who may enter.
5. Permits the athletes to only be in authorized areas of the building at the appropriate times.
6. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
7. Secures all doors, lights, windows and locks before leaving the building when a custodian is not on duty.
8. Instills in each player a respect for equipment and school property, its care and proper use.

#### PROGRAM RESPONSIBILITIES:

1. Arrives early enough before practice, contests and meetings to adequately prepare, and remains long enough afterwards to help players with problems or to become involved in staff discussions.
2. Never criticizes, admonishes or argues with any other staff member within the ears or eyes of players or parents.
3. Attends all of the practice and contests and assigns duties to assistant coaches or volunteers.
4. Performs such other duties that are consistent with the nature of the position and that may be requested by the principal or designee

#### PLANNING AND RESPONSIBILITIES:

1. Practice sessions show evidence of careful preparation in terms of selected objectives, activities and procedures.
2. Selects appropriate teaching aids/drills and has them ready to use.
3. Practice and game plans reveal that sequence and continuity of activities are regarded as important factors in learning.
4. Begins and ends practice sessions according to announced schedule.
5. Includes appropriate safety instruction in all lesson plans and practices.
6. Promotes the program through social media and PA announcements in the school.
7. Plans and implements an end-of-the-year awards and recognition banquet.

#### SPORTSMANSHIP:

1. Sets a good sportsmanship example.
2. Instructs athletes in good sportsmanship.
3. Shows respect for contest officials.
4. Abides by rules of the sport.
5. Displays no behavior that could incite athlete or fan misbehavior.
6. Treats all participants with respect.
7. Disciplines team members failing to demonstrate proper sportsmanship.

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