PENDLETON COUNTY SCHOOLS

P.O. Box 888
58 Walnut Street
Franklin, WV 26807
Phone: (304) 358-2207
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Please Post
July 7, 2020

VACANCY NOTICE

POSITION: Extra-Curricular Coaching Positions
Pendleton County Middle/High School
***Cross Country Coach**
***Assistant Track Coach**

DATE OF EMPLOYMENT: Beginning with the 2020-2021 School Year

TERM OF EMPLOYMENT: Seasonal

SALARY RANGE: Based on County Extra-Curricular Salary Scale

APPLICANTION DEADLINE: July 20, 2020 **(*Note: All application must be received in the Board of Education Office prior to 4:00 p.m. on the day of the deadline.)**

QUALIFICATIONS: Teacher Certification and Employment in Pendleton County Schools with experience and knowledge in coaching preferred. Will consider individuals with certification through WVSSAC. Applicants who have unsatisfactory evaluations in the past year will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration; additional Minimum Requirements for Applicants Not Currently Employed: applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration; the ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

JOB DESCRIPTION: See Attached

APPLY TO: Ms. Nicole Hevener
Associate Superintendent
Pendleton County Board of Education
P.O. Box 888
Franklin, WV 26807
Telephone: (304) 358-2207, ex. 122
Email: nhevener@k12.wv.us

DISCRIMINATION PROHIBITED: As required by Federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of its education programs and activities. Inquires may be directed to Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office, Phone: 358-7065; to the State Elimination of Sex Discrimination Project Coordinator, 558-7864; or to the U.S. Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION

Coach

Qualifications: Teacher Certification and knowledge in assigned sport
will consider individuals with Certification through WVSSAC

Immediate Supervisor: Principal

Terms of Employment: Seasonal Extra-Curricular

Supervises: Assistant Coach(es) (as applicable)

Evaluation: Performance of this job to be evaluated annually by the Principal.

Duties and Responsibilities:

1. Provides leadership and support in planning, developing and implementing an instructional program in the sport.
2. Provides leadership and support in administering the sport program.
3. Fosters a climate conducive to learning.
4. Establishes and implements an improvement process for the sport.
5. Established good public and employee relations for the sport
6. Maintains professional work habits.
7. Maintains and upgrades his/her professional skills in order to improve instruction for students.
8. Communicates with parents and the educational community (Professional and Interpersonal Relations).
9. Implements fundamental sports skills and sports management systems (Coaching and Related Areas).

Coaches Performance Criteria:

Professional and Interpersonal Relations

Communicates with educational personnel, parents, students, and others:

cooperates with building principal; cooperates with athletic director; developed rapport with coaching staff with the school; organizes coaching staff; develops positive relationship with participants, student body, faculty, parents and community, game officials, news media, and opponents; employees; employs appropriate conduct during games and practices; attends league, conference and WVSSAC meetings; participates in activities that foster professional growth and development; motivates staff and players toward desired goals; and commands respect by example in appearance, manners, behavior and language.

Coaching and Related Areas

Organizes strategies for teaching sports skills and sports management systems:

Develops high caliber and quality instruction; teaches fundamental skills; handles athletic injuries; cares for equipment; supervises participants and disciplines team appropriately; designs quality organization of practice sessions; designs pre-season planning; supervises managers and other support personnel; manages budget; follows purchasing procedures; initiates game organization skills; follows league, conference, and WVSSAC policies; devotes time and energy to coaching duties; and follows end of season procedures.