

PRESTON COUNTY SCHOOL  
731 Preston Drive, Kingwood, West Virginia 26537  
NOTICE OF VACANCY

Posting Date: April 10, 2017  
Title: **2 Assistant Track Coaches**  
Supervisor: Principal/Athletic Directors  
Certification: Valid Certificate or Coaching Authorization  
Location: Preston High School  
Salary: \$500.00 each

Closing Date: Until filled  
Employment Term: 2016-2017 Season  
Budget Source: County funds

**Application process:** Submit letter of interest, bid sheet and a copy of available coaching credentials to the personnel office of Preston County Schools either by mail or fax (304-329-0720) by 4:00 p.m. on the closing date.

**Evaluation:** Performance in this position will be evaluated by the building principal/athletic director/principal's designee and in accordance with WV State Board Policy 5310

**Job Summary:** The person employed for this position must be able to teach the fundamentals of the sport and instill good sportsmanship behaviors in the participants. Additionally, adherence to WVSSAC rules and regulations as well as school and district policies is required.

**Qualifications:**

1. Valid West Virginia teaching certificate licensing; or, WVDE teaching permit or substitute permit; or, high school diploma or GED
2. Coaches that are not professional teachers are required to complete the WVSSAC Training and Certification Program
3. Disposition for the position
4. Evidence of building relationships with student athletes
5. Respect in community
6. Willingness to work cooperatively with booster organizations
7. Reference evidence of exemplary character and coaching behavior
8. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration
9. Satisfactory past evaluations

**Responsibilities:**

In addition to established laws, rules, policies and regulations, the following responsibilities are established:

1. Communicating with parents and the educational community (professional and interpersonal relations).
2. Implementing fundamental sports skills and sports management systems. (coaching and related areas).

Performance Criteria: Performance criteria in this section are the state adopted responsibilities for coaches to help provide guidance to the coach in understanding job expectations.

**Professional and interpersonal relations:**

Communicates with educational personnel, parents, students and others. Items that may be used to reflect professional and interpersonal relations:

- a. Cooperates with building principal.
- b. Cooperates with athletic director.
- c. Develops rapport with coaching staff within the school.
- d. Assists with coaching staff.

- e. Develops positive relationships with participants, student body, faculty, parents and community, game officials, news media and opponents.
- f. Employs appropriate conduct during games and practices.
- g. Attends league, conference and WVSSAC meetings.
- h. Participates in activities that foster professional growth and development.
- i. Motivates staff and players toward desired goals.
- j. Commands respect by example in appearance, manners, behavior and language.

**Coaching and Related Areas: Organizes strategies for teaching sports skills and sports management systems.**

1. Develops high caliber and quality instruction
2. Teaches fundamental skills
3. Prevents and handles athletic injuries
4. Cares for equipment
5. Supervises participants and disciplines team appropriately and effectively
6. Designs quality organization of practice sessions
7. Designs pre-season planning
8. Supervises managers and other support personnel
9. Manages budget
10. Assists in following purchasing procedures
11. Initiates game organization skills
12. Follows league, conference and WVSSAC policies
13. Devotes time and energy to coaching duties
14. Follows end-of-season procedures
15. Other duties as assigned by Principal/Athletic Directors/Principal's Designee

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 – 20 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most commonly, the setting is outdoors. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as other indoor facilities where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

Preston County Schools does not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537, (304) 329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.