Position: Assistant Girls’ Basketball Coach  (Must have a minimum of 15 players for the position to be filled)

Job Description: Assist in coaching girls’ basketball and fulfill responsibilities of Assistant Coach.

› Assist head coach with all coaching responsibilities
› Keep practice periods within confines established by Athletic Director and Principal
› Accept responsibilities for care and maintenance of equipment
› Maintain inventories of equipment and supplies
› Maintain records as required by the Athletic Director
› Accept responsibility for drafting and submitting a budget for his/her sport
› Assist with publicity and the development of good public relations
› Abide by the rules of the Secondary Schools Activities Commission
› Assure that participating students have had appropriate physical exams
› Accept responsibility for health, welfare, and conduct of participating students while under his/her jurisdiction
› Communicate with the Athletic Director and Principal regarding scheduling and departure time for games
› Maintain play areas and locker rooms in a safe and clean condition
› Attend all home and away games
› Coordinate transportation to away games
› Teach rules and skills necessary for successful participation by students
› Other duties assigned by the Athletic Director or Principal

Qualifications: Teacher Certification/WVSSAC Training. Prior experience in coaching basketball at the high school level preferred

Terms of Employment: Extra Duty Contract - 2017-2018 School Year

Compensation: Extra duty contract (Assistant) compensation as established by the Clay County Board of Education Coaching Salary Schedule

Date of Posting: November 28, 2017 - December 4, 2017

Apply in writing to Joe Paxton, Superintendent of Clay County Schools, Post Office Box 120, Clay, West Virginia. Bids must arrive in the Central Office by 3:00 p.m. on Monday, December 4, 2017. If mailing or faxing bid, contact the Central Office to confirm receipt of bid at 587-4266 by 3:00 p.m.

For additional information contact Mrs. Mary Ramsey, Athletic Director at Clay County High School or Mrs. Crystal Gibson, Principal at Clay County High School to schedule a date and time for an interview at 587-4226.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability and retaliation.