POSITION: (3) Assistant Football Coach at Clay County High School

JOB DESCRIPTION: Assist in coaching football and fulfill responsibilities of Assistant Coach. Prior experience in coaching football at the high school level preferred, and

- 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. In the event no certified teachers apply, WVSSAC Training will be accepted.

TERMS OF EMPLOYMENT: Extra Duty Contract - 2016-2017 School Year

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

DATES OF POSTING: March 2, 2016 - March 8, 2016

Apply in writing to Kenneth Tanner, 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 Tuesday, March 8, 2016. 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. Melinda Isaacs, 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.