

# Lee County High School

## BASKETBALL COACH – Job description

The Basketball Coach at Lee County High School is directly under the supervision of the high school principal and the athletic director.

The duties and responsibilities of the Basketball coach are as follows:

1. To communicate effectively to students, parents, and the community the objectives of the Basketball program at the varsity level.
2. To provide clean and orderly locker rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the Basketball coach at the end of each practice and/or competition.
3. To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.
4. To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.
5. To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the Basketball program remain open.
6. To instill pride and character in our young men and women by requiring specific behavior and dress.
  - A. Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.
  - B. Requiring that the use of tobacco in any form not be permitted.
  - C. Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

7. To keep accurate records concerning spending of all money from the school athletic fund. The Basketball coach must complete a purchase order prior to ordering supplies and/or materials, and the purchase must be approved by the principal or athletic director.
8. To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.
9. To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.
10. To remain updated and certified in CPR and First-Aid.
11. To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.
12. To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!
13. To provide information to students concerning Basketball scholarships and training sessions.
14. To maintain equipment, uniforms, and all other school owned materials in good condition.
15. To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.
16. To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the BASKETBALL COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## HEAD SOFTBALL COACH – Job description

The Softball Coach at Lee County High School is directly under the supervision of the high school principal and the athletic director.

The duties and responsibilities of the Softball coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the softball program at the varsity level.

To insure that the softball field, dug-outs and stands are kept in a neat and orderly condition. This would require sweeping of the dug-outs and bleachers prior to a game.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To provide clean and orderly dressing rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the head coach at the end of each practice and/or game.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the softball program remain open.

To instill pride and character in our young women by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To keep accurate records concerning spending of all money from the school athletic fund. The softball coach must complete a purchase order prior to ordering supplies and/or materials, and the purchase must be approved by the principal or athletic director.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To provide information to students concerning softball scholarships and training sessions.

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the SOFTBALL COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## **BOWLING COACH – Job description**

The Bowling Coach at Lee County High School is directly under the supervision of the high school principal and the athletic director.

The duties and responsibilities of the bowling coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the bowling program at the varsity level.

To provide clean and orderly locker rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the bowling coach at the end of each practice and/or competition.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the bowling program remain open.

To instill pride and character in our young men and women by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To keep accurate records concerning spending of all money from the school athletic fund. The bowling coach must complete a purchase order prior to ordering supplies and/or materials, and the purchase must be approved by the principal or athletic director.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To provide information to students concerning bowling scholarships and training sessions.

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and

activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the BOWLING COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## GOLF COACH – Job description

The Golf Coach at Lee County High School is directly under the supervision of the high school principal and the athletic director.

The duties and responsibilities of the golf coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the golf program at the varsity level.

To provide clean and orderly locker rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the golf coach at the end of each practice and/or competition.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the golf program remain open.

To instill pride and character in our young men and women by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To keep accurate records concerning spending of all money from the school athletic fund. The golf coach must complete a purchase order prior to ordering supplies and/or materials, and the purchase must be approved by the principal or athletic director.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To provide information to students concerning golf scholarships and training sessions.

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the GOLF COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## TENNIS COACH – Job description

The Tennis Coach at Lee County High School is directly under the supervision of the high school principal and the athletic director.

The duties and responsibilities of the tennis coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the tennis program at the varsity level.

To provide clean and orderly locker rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the tennis coach at the end of each practice and/or competition.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the tennis program remain open.

To instill pride and character in our young men and women by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To keep accurate records concerning spending of all money from the school athletic fund. The tennis coach must complete a purchase order prior to ordering supplies and/or materials, and the purchase must be approved by the principal or athletic director.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To provide information to students concerning tennis scholarships and training sessions.

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the TENNIS COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## TRACK COACH – Job description

The Track Coach at Lee County High School is directly under the supervision of the high school principal and the athletic director.

The duties and responsibilities of the track coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the track program at the varsity level.

To provide clean and orderly locker rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the track coach at the end of each practice and/or competition.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the track program remain open.

To instill pride and character in our young men and women by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To keep accurate records concerning spending of all money from the school athletic fund. The track coach must complete a purchase order prior to ordering supplies and/or materials, and the purchase must be approved by the principal or athletic director.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To provide information to students concerning track scholarships and training sessions.

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the TRACK COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## ASSISTANT BASEBALL COACH – Job description

The Assistant Baseball Coach at Lee County High School is directly under the supervision of the Head coach, the high school principal and the athletic director.

The duties and responsibilities of the Assistant Baseball coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the baseball program at the junior varsity level and assist with varsity level needs.

To insure that the baseball field, dug-outs and stands are kept in a neat and orderly condition. This would require sweeping of the dug-outs and bleachers prior to a game.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To provide clean and orderly dressing rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the head coach at the end of each practice and/or game.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the baseball program remain open.

To instill pride and character in our young men by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the ASSISTANT BASEBALL COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## SOFTBALL ASSISTANT COACH – Job description

The Assistant Softball Coach at Lee County High School is directly under the supervision of the Head Coach, the high school principal and the athletic director.

The duties and responsibilities of the assistant Softball coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the softball program at the jr. varsity level and assist the head coach with varsity level needs.

To insure that the softball field, dug-outs and stands are kept in a neat and orderly condition. This would require sweeping of the dug-outs and bleachers prior to a game.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To provide clean and orderly dressing rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the head coach at the end of each practice and/or game.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the softball program remain open.

To instill pride and character in our young women by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the ASSISTANT SOFTBALL COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## BASKETBALL ASSISTANT COACH – Job description

The BASKETBALL ASSISTANT Coach at Lee County High School is directly under the supervision of the Head Coach, the high school principal and the athletic director.

The duties and responsibilities of the BASKETBALL ASSISTANT coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the BASKETBALL program at the jr. varsity level and assist with varsity level needs.

To provide clean and orderly locker rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the BASKETBALL ASSISTANT coach at the end of each practice and/or competition.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the BASKETBALL program remain open.

To instill pride and character in our young men and women by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the BASKETBALL ASSISTANT COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## CROSS COUNTRY COACH – Job description

The Cross Country Coach at Lee County High School is directly under the supervision of the high school principal and the athletic director.

The duties and responsibilities of the cross country coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the cross country program at the varsity level.

To provide clean and orderly locker rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the cross country coach at the end of each practice and/or competition.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the cross country program remain open.

To instill pride and character in our young men and women by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To keep accurate records concerning spending of all money from the school athletic fund. The cross country coach must complete a purchase order prior to ordering supplies and/or materials, and the purchase must be approved by the principal or athletic director.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To provide information to students concerning cross country scholarships and training sessions.

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the CROSS COUNTRY COACH position at Lee County High School.

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Signature

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Date

# Lee County High School

## HEAD BASEBALL COACH – Job description

The Baseball Coach at Lee County High School is directly under the supervision of the high school principal and the athletic director.

The duties and responsibilities of the Baseball coach are as follows:

To communicate effectively to students, parents, and the community the objectives of the baseball program at the varsity level.

To insure that the baseball field, dug-outs and stands are kept in a neat and orderly condition. This would require sweeping of the dug-outs and bleachers prior to a game.

To establish fair and practical rules and regulations that all athletes must obey. The rules and regulations must be in writing, reviewed with all team members, dated and signed by students and parents and kept on file in the principal's office. This document should list specific infractions and discipline that would occur.

To provide clean and orderly dressing rooms and to require student athletes to keep them in good order. To make sure locker rooms are locked when not in use and checked by the head coach at the end of each practice and/or game.

To insure that all athletes complete all requirements of the KHSAA for participation in sports. This would include a yearly physical, proof of health insurance and the KHSAA regulations for competition. This must be completed prior to the start of practice.

To cooperate with other coaches, principals, parents, central office staff, community, etc., so that a positive influence and lines of communication concerning the baseball program remain open.

To instill pride and character in our young men by requiring specific behavior and dress.

Requiring that respect and sportsmanship be shown to visiting schools, coaches, and players.

Requiring that the use of tobacco in any form not be permitted.

Requiring acceptable and responsible behavior on buses going to and from games. This would include making sure the bus is clean when they return to school.

To keep accurate records concerning spending of all money from the school athletic fund. The baseball coach must complete a purchase order prior to ordering supplies and/or materials, and the purchase must be approved by the principal or athletic director.

To provide the leadership and coaching techniques to make Lee County High School competitive with other schools in the district and region.

To attend all required training sessions sponsored by the KHSAA and the Kentucky State Department of Education.

To remain updated and certified in CPR and First-Aid.

To require athletes to maintain satisfactory academic progress in all school course work. Academics must be stressed over athletics concerning student achievement. Athletes must meet all KHSAA regulations concerning satisfactory academic progress and any additional requirements of the school and local board of education. Students must understand that if they are not performing at required levels in the classrooms that their athletic activities may be curtailed.

To maintain and strictly adhere to a prescribed practice session. The practice session shall be worked out with the principal and athletic director. Students and parents will receive a copy of the practice schedule. Practice sessions are to be closed to the public including parents. It is very discourteous to parents to have them waiting fifteen or twenty minutes for students. You would not appreciate this type of behavior, they do not either!

To provide information to students concerning baseball scholarships and training sessions.

To maintain equipment, uniforms, and all other school owned materials in good condition.

To insure that each student athlete has the opportunity to participate and develop his/her athletic skills to the best of their abilities.

To fully understand that the primary responsibility of all teachers is to assist and help students learn in the classroom. Coaching is extra-curricular and

activities related to coaching must occur after school and not impede classroom instruction during the school day.

I have read and had the opportunity to discuss the job description for the BASEBALL COACH position at Lee County High School.

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Signature

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Date

## JOB DESCRIPTION

### ATHLETIC DIRECTOR

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**Position Title:** Athletic Director

**Department:** District Wide

**Reports To:** Superintendent or Designee

**JOB FUNCTION:** To provide each enrolled student an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play. Ability to organize and manage program/activities as an integral part of a total educational program of the district. Ability to work with principals, game officials, community organizations and booster clubs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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- Helps supervise the athletic programs for the middle and high schools consistent with the Marion County Board of Education Policies, Regulations, Administrative Directives, and the KHSAA.
- Ensures that coaches do athletic weekly grade checks.
- Is responsible for reporting all KHSAA Title IX compliance reports, surveys, participation lists, eligibility lists, Title IX reports and coordination of athletic drug testing policies.
- Assists the principal/designee in the planning of orientation of new athletic personnel.
- Assists the head coach in the preparation of all game contracts specifying dates, time, and location, and keeps all signed contracts on file and current for all sports.
- Co-coordinates: Securing of all referees by implementing proper procedure for acquiring purchase orders and checks.
- Under the direction of the principal, performs assigned duties and acts as supervisor for all home athletic events. For each away activity, ensure a person is designation as the “person in charge” in the event the Athletic Director is not present.
- Assists the head coach in making the proper request through the Transportation Department for all game transportation requirements (tentative) at least three weeks prior to the first game of the season.
- Supervises all ticket sales, concessions, and fund-raising events of the athletic program.
- Coordinate with police, security and EMT’s for all athletic events.
- Maintains master schedules of all athletic events which have been approved by the principal, and submits a copy of the master schedules to the Superintendent/Designee.
- Assists the head coach in purchasing and monitoring inventory of all equipment and supplies.

## **ATHLETIC DIRECTOR**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):**

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- Assists the head coach in ascertaining that all equipment, facilities, and conditions ensure health and safety of team members in practice sessions and games.
- Assists the head coach, and in consultation with the Athletic Trainer, to assure that all first aid supplies and equipment for all athletic teams are available.
- Assists the school administrators and coaches in issuing and collecting the required physical examination and parent permissions forms.
- Advises and consults with principals/coaches on all athletic fund raising activities; will also oversee and coordinate all financial matters that pertain to the athletic program at their school in accordance to the Accounting Procedures for Kentucky School Activity Funds (“Redbook”).
- Serves as the designate liaison to the Director of Transportation and Maintenance to ensure safe, playable conditions for all athletic facilities.
- Works directly with the middle school and high school principals relative to the county-wide coordination of athletic matters.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

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- Staff as assigned by Superintendent.

### **LANGUAGE SKILLS:**

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- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **ATHLETIC DIRECTOR**

### **TECHNOLOGY SKILLS:**

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- Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.

## **ATHLETIC DIRECTOR**

### **TECHNOLOGY SKILLS (CONTINUED):**

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- Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

### **REASONING ABILITY:**

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- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS and ABILITIES:**

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- Be clean, neat and professional dressed of assigned duties.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
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### **QUALIFICATION REQUIREMENTS:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCES: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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- Associates Degree required. Bachelor of Arts or Science, teacher certification, and/or three years of experience in the intramurals, human relations and athletics preferred.

**ATHLETIC DIRECTOR**

**CERTIFICATES, LICENSES, REGISTRATIONS: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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- A criminal records check and current certification in first aid and CPR. Valid Kentucky Driver’s license.

**PHYSICAL DEMANDS:**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations *may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear.
- Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job.
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers.
- Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, wellbeing or work output of other people and meet multiple demands from several people.
- The employee must be able to lift up to 50 pounds.

**WORK ENVIRONMENT:**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is quiet to loud depending on the activity in the particular part of the day.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties
- Be consistently responsible-maintaining regular punctual attendance and timely completion performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved by the Lee County Board of Education: \_\_\_\_\_,20\_\_\_\_\_.

Received by the employee \_\_\_\_\_ On \_\_\_\_\_.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner. \_\_\_\_\_

**Employee Signature**

**Date**

## **Lee County High School**

### **District Athletic Director – *(Job description to be used in addition to the Certified District Athletic Director Job Description)***

The District Athletic Director is directly under the supervision of the Superintendent but must collaborate with principals about specific school athletic programs.

The duties and responsibilities of the District Athletic Director are as follows:

Provide vision and leadership for a comprehensive athletic program.  
Continually evaluate the overall athletic program.

Provide leadership in the selection and evaluation of qualified coaching and other athletic personnel.

Implement appropriate staff development programs for athletic personnel.

Maintain an effective program of student, parent, and community communication, including working with an Athletic Advisory Council/ Gender Equity Committee.

Coordinate all athletic programs and services.

Secure necessary help to conduct games and events.

Arrange for proper supervision of all athletic contests.

Publicize the interscholastic athletic program.

Implement an appropriate awards program, including athletic banquets, as needed.

Prepare and manage the annual athletic department budget.

Maintain an efficient financial recordkeeping and reporting system.

Determine facility and equipment needs for athletics and make recommendations for improvement.

Assume responsibility for the proper care of all facilities and equipment.  
Schedule facilities for all interscholastic athletic contests.

Keep the principal informed of all matters related to the athletic program of their school.

I have read and had the opportunity to discuss the job description for the BASKETBALL COACH position at Lee County High School.

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Signature

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Date