



## WAVERLY COMMUNITY SCHOOLS Position Announcement

<b>Job Title:</b>	Girls Varsity Track Coach 2024-25		
<b>Location:</b>	Waverly High School	<b>Start Date:</b>	March 2025
<b>Salary Range/ Level:</b>	Per current Schedule B Master pay schedule	<b>Terms of Employment</b>	Season
<b>Date Posted:</b>	October 29, 2024	<b>Application Deadline:</b>	Until Filled
<b>Application Process:</b>	<p>A COMPLETED ONLINE APPLICATION IS <b><u>REQUIRED</u></b>. LINK TO APPLICATION BELOW.</p> <p><a href="#">Girls Varsity Track Coach 2024-25</a></p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> <li>• Attached within the online application (preferred)</li> <li>• Faxed: (517) 321-8577</li> <li>• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li> </ul>		

### Job Description

#### ESSENTIAL JOB FUNCTIONS

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

- Developing and communicating clear and specific goals for the team and individual players throughout tryouts and the season.
- Maintaining open and honest communication with students, parents, other coaches, and Athletic Director.
- Developing and demonstrating a good knowledge base of best practices specific to their coaching arena.
- Supporting and collaborating with coaches in other athletic programs.
- Modeling and teaching skills necessary to succeed.
- Supporting student academic expectations, responsibilities, and achievements.
- Developing the knowledge and understanding of Waverly policies and procedures as it applies to athletics.
- Knowledge of MHSAA rules and regulations.
- Develop, implement, and supervise all aspects of a track program.

- Promoting and enforcing the student-athlete code of conduct.
- Connecting athletic experiences with life experiences.
- Providing an atmosphere of teamwork and collaboration among coaches and players
- Becoming an integral part of and developing rapport with the Waverly community including administration, coaches, parents, and students.
- Modeling good sportsmanship always.
- Creating and maintaining a safe and healthy environment for student athletes.
- Understanding their leadership style and its impact on student-athletes.
- Game and practice attire should be professional and appropriate.
- Perform other duties as assigned.

*This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.*

## **QUALIFICATIONS**

### **REQUIRED QUALIFICATIONS:**

- Minimum of a high school diploma
- High School track & field coaching experience preferred.
- Candidates should have a demonstrated ability to instill, enforce and provide fair and firm discipline.
- Broad knowledge base of track and field specific training and team objectives.
- Organization and plan for coaching staff duties concerning all field events.
- Experience hosting/managing track invitationals.
- Proof of First Aid and CPR certification prior to first day of coaching
- Must provide certificate of completion for online concussion training course from either the Centers for Disease Control of the National Federation of State High School Associations prior to the first day of coaching.

### **Knowledge, Skills and Abilities:**

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

## **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below 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.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl,

talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

#### **WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate. Work is performed indoors and outdoors. The employee is directly responsible for the safety, well-being and work output of students.

#### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

#### **Notice of Non-discrimination**

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***