

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Girls Swim Assistant Coach 2026		
Location:	High School	Start Date:	August 2026
Salary Range/ Level:	Per Current WEA Master Agreement Schedule B \$517.98	Terms of Employment	Season
Date Posted:	August 14, 2026	Application Deadline:	Until Filled
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Girls Swim Assistant Coach Aug 2026 Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>ESSENTIAL JOB FUNCTIONS</u> <i>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:</i> • Candidates should possess the ability to provide positive leadership and build a winning attitude while working in the coach’s varsity program. • Assist in developing and communicating clear and specific goals for the team and individual players throughout tryouts and the season in collaboration with the head coach. • Maintain open and honest communication with students, parents, other coaches, and Athletic Director. • Develop and demonstrate a good knowledge base of best practices specific to their coaching arena. • Supporting and collaborating with coaches in other athletic programs. • Model and teach skills necessary to succeed. • Support student academic expectations, responsibilities, and achievements. • Develop the knowledge and understanding of Waverly policies and procedures as it applies to athletics.			

- Promote and enforce the student-athlete code of conduct.
- Connect athletic experiences with life experiences.
- Knowledge of MHSAA rules and regulations.
- Provide an atmosphere of teamwork and collaboration among coaches and players
- Become an integral part of and developing rapport with the Waverly community including administration, coaches, parents, and students.
- Model good sportsmanship always.
- Create and maintain a safe and healthy environment for student athletes.
- Understand 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
- Minimum of three years swim coaching experience at the high school or college level required.
- 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 or the National Federation of State High School Associations prior to the first day of coaching.
- Candidates should possess MHSAA CAP 1 or 2 Certification as well as current lifeguard certification.
- Broad knowledge base of swim specific strategy, practice planning and team objectives.

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

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.