

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	JV Football Assistant Coach Jan 2026		
Location:	Waverly High School	Start Date:	January 2026
Salary Range/ Level:	Per WEA Schedule B	Terms of Employment	Season
Date Posted:	January 15, 2026	Application Deadline:	January 31, 2026 @ 4 pm
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at JV Football Assistant Coach Jan 2026) Resume and cover letter may be: <ul style="list-style-type: none">• Attached within the online application (preferred)• Faxed: (517) 321-8577• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>JOB SUMMARY</u> The JV Assistant Coach is primarily a developmental specialist. The goal is to prepare younger athletes (freshmen and sophomores) for the speed and complexity of Varsity football. This role requires high energy, extreme patience, and a heavy focus on the program's fundamentals.			
<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> <ul style="list-style-type: none">• Skill Instruction: Work across multiple position groups as assigned (WR/DB or OL/DL) to ensure all players receive foundational coaching.• Roster Management: Help manage substitutions and playing time to ensure athlete retention and development.• Scout Team Coordination: Lead the "Scout Team" during Varsity practice, giving the Varsity starters a realistic look at the upcoming opponent’s schemes.• Game Day: Assist the JV Head Coach with sideline organization, equipment, and in-game adjustments as well assist the Varsity in the booth on Friday nights.			

- 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 area.
- Modeling and teaching skills necessary to succeed.
- Supporting student academic expectations, responsibilities, and achievements.
- Developing the knowledge and understanding of Waverly's policies and procedures as it applies to athletics.

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
- Modeling good sportsmanship always.
- Creating and maintaining a safe and healthy environment for student athletes.
- Understanding leadership style and its impact on student-athletes.
- Perform other duties as assigned.

QUALIFICATIONS

Required Education and Experience:

- High School Diploma or GED required.
- Must be 18 years of age or older and clear a criminal background check.
- Minimum of 3 years of successful MSHAA high school or college level coaching experience required.
- Proof of current First Aid and CPR certifications prior to the 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.

Preferred Qualifications:

- Demonstrated ability to motivate students, plan and organize, teach fundamentals and techniques.
- Ability to provide leadership to the entire program.
- Ability to produce a winning attitude.
- Character-based coaching system.
- Goal oriented, outcome-based philosophy.
- Positive attitude, energetic, good communicator.
- Ability to teach football visually, along with verbal reasoning and repetition.
- Proficiency in digital film software (Hudl).

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.

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.