

COVERT PUBLIC SCHOOLS

35323 M-140 HIGHWAY

COVERT, MICHIGAN 49043

Vision – Covert Public Schools empowers diverse students to achieve, innovate and lead in our global community.

Mission – Help students construct knowledge; using research based strategies in a safe supported environment that nurtures innovators and problem solvers to develop practical skills, scientific knowledge and entrepreneurship to challenges.

POSITION: Coed Varsity Head Coach Track and Field

REPORTS TO: Athletic Director

RATE OF PAY: \$4,100 stipend

HOURS: After school and weekends as determined by athletic schedule

QUALIFICATIONS:

Minimum Qualifications:

Two years of successful coaching as a head or assistant coach or equivalent at the high school level.

Successfully completed MHSAA CAP Level 1 course or the ability to obtain a MHSAA CAP Level 1 certification within 30 days of hire.

Current CPR Certification or the ability to obtain CPR Certification within 30 days of hire.

Preferred Qualifications:

Current First Aid and CPR Certification.

Previous demonstrated ability to motivate students positively in the sport.

Previous demonstrated ability to plan and organize effectively, teach the fundamentals and techniques associated with the sport and produce teams that are competitive and show evidence of being well coached.

Experience in a multicultural rural school district.

Successful prior participation in the sport at the high school, college or professional level.

Prior demonstrated ability to provide positive leadership for coaches and athletes, and to serve as a positive role model in all aspects of the coaching profession.

RESPONSIBILITIES:

Manage all matters relating to the organization and administration of the team.

Assign duties to assistant coach and evaluate their performance.

Enforce and abide by all MHSAA rules and restrictions.

Enforce rules and regulations concerning the conditioning of players and their health and safety.

Attend all athletic departmental meetings.

Abide by all relevant School Board policies and administrative guidelines.

Collaborate and cooperate with the Athletic Department on program practices, games, and events.

Plan and hold pre-season parent meetings.

Assist in planning special events such as team banquets, assemblies, etc.

Maintain a complete and accurate team roster and submit it to the athletic department when requested.

Help promote scheduled physical examination dates to players and verify that no student is allowed to practice or compete until a physical is on file with the Athletic Department.

Responsibly manage and maintain school facilities by ensuring that all doors, windows, and gates have been properly locked and secured after a team activity.

Develop sound public relations by cooperating with the media, school representatives, parents, officials, opposing coaches, booster clubs, & other entities.

Develop and maintain an accurate and up to date equipment/supply and uniform inventory and returns all equipment/supplies and uniforms to the Athletic Department as requested.

Prepare detailed equipment and supply requests through approved vendors and submit to the Athletic Department in sufficient time to obtain the materials when needed.

Work to raise funds to support additional purchases that exceed the obligation of the Athletic Department.

Accurately maintain the team page on the athletic department website by reporting scores, recaps, stats, photos, camp information and other team related news.

Assist the Athletic Department in scheduling by recommending teams to be played or tournaments and invitational events to join.

Report injuries to the Athletic Department promptly and exercises great care in dealing with all injuries.

Develop respect by example in appearance, manners, behavior, language, and conduct.

Foster school spirit by promoting all sports.

Report all discipline issues to the Athletic Department promptly and follow school and Athletic Department Policy when assigning consequences.

Dress appropriately for games, practices, and other school/athletic functions.

Attend all league, conference, district, regional, state, association, etc. meetings as requested by the Athletic Department.

Coaching Responsibilities

Ensure that players are properly supervised at all times while participating in a practice, tryout, open gym, meeting, or other team related activity.

Plan all practice sessions with specific training objectives.

Coordinate player tryouts and team selection and communicate the process with the Athletic Department.

Attend all scheduled practices, games, meetings, and other team events

Maintain suitable sideline control during all games, practices, and other team activities

Offseason Responsibilities

Work to develop youth athletes in Middle School.

Recruit and secure qualified volunteers to work camps, clinics, leagues, and other youth activities within the program.

Work with the Athletic Department to secure gym or weight room space with the understanding that in season sports take precedence.

Work to avoid conflict with other athletic programs when planning youth or offseason activities.

Abide by all MHSAA rules and regulations related to out of season activity.

ADDITIONAL WORKING CONDITIONS:

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Covert Public Schools

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