

**FLINT COMMUNITY SCHOOLS
JOB DESCRIPTION**

POSTING DATES: May 21, 2009 until filled

TITLE: Head Girls Volleyball Coach, Northern High School

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must also submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

EDUCATION: Teaching certification and prior coaching experience preferred. Must complete Coaches Assessment Program training.

SKILLS: Knowledgeable in chosen sport.

Ability to monitor academic progress of your student-athletes.

Possess knowledge of MHSAA rules and regulations and Flint Community Schools' interscholastic policies and procedures.

Ability to motivate athletes.

Effective communication skills with athletes, faculty, staff and parents.

Exhibits personal integrity, honesty, zeal and compassion.

Other Requirements:

Newly hired employees must satisfactory pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

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

REPORTS TO: Building Principal or his/her designee.

TITLE: Head Girls Volleyball Coach, Northern Academy

TERMS OF EMPLOYMENT:

Supplemental Annual Contract based on Master Teacher Contract. \$2,242.00

ESSENTIAL FUNCTIONS:

Develops athletic skills and develops life-long learning skills.

Maintains practices to develop overall performance of athlete.

ESSENTIAL FUNCTIONS:

Responsible for conducting tryouts and placement of players.

Conducts a comprehensive, high quality high school athletic program.

Promotes current academic standards and policies.

Public relations with faculty, students and public.

Maintains accurate insurance, physicals and equipment.

Represents the Flint Community Schools in a positive manner.

Maintains accurate insurance records, physicals and equipment.

Communicates with the media, alumni, faculty, staff students and the public.

Teaches volleyball skills and develops teamwork.

Monitors student-athletes academic progress status.

Knowledgeable about MHSAA rules, regulations and policies.

Knowledgeable about Flint Community Schools' interscholastic eligibility policy.

Maintains enthusiasm and professionalism.

Exhibits effective listening and comprehensive skills.

Builds collegial relations with student-athletes.

Promotes and supports the Academic Study Table.

Responsible for distributing, maintaining, and collecting uniforms and equipment.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

TITLE: Head Girls Volleyball Coach, Northern Academy

PHYSICAL DEMANDS FOR POSITION:

Medium Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

**STATEMENT OF ASSURANCE OF
COMPLIANCE WITH FEDERAL LAWS**

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion or marital status in any of its programs, activities or employment. **Inquires should be addressed to:** Executive Director, Labor Relations/Human Resources, 923 E. Kearsley Street, Flint, MI 48503-1900 (810)760-1124. **Interpreter services** will be available upon request to the Bilingual Education Office at 760-6770.