

**FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATES: October 1, 2009 – Until Filled**

**TITLE: Softball Girls Head Coach, Northern High School**

An online application, which can be accessed from our website ([www.flintschools.org](http://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.

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

Exhibits personal integrity, honesty, zeal and compassion.

Ability to motivate athletes.

**OTHER REQUIREMENTS:**

Newly hired employees must satisfactorily 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 an 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 the essential functions.

**TITLE: Softball Girls Head Coach, Northern High School**

**REPORTS TO:** Building Principal or his/her designee.

**TERMS OF EMPLOYMENT:** Supplemental Annual Contract based on Master Teacher Contract, \$2,242.00 Annually.

**ESSENTIAL FUNCTIONS:**

Develops athletic skills and develops life-long learning skills.

Maintains practices to develop overall performance of athlete.

Responsible for conducting tryouts and placement of players.

Conducting a comprehensive, high quality high school athletic program.

Promotes current academic standards and policies.

Supervises and evaluates each assistant assigned to your program.

Public relations with faculty, students and public.

Organizes and promotes awards programs, banquets, and Saginaw Valley Conference sports.

Represents the Flint Community Schools in a positive manner.

Recommends the coaching staff to be hired.

Maintains accurate records and files for insurance, physicals and equipment..

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

Teaches softball skills and develops teamwork.

Monitors student-athletes academic progress.

Maintains enthusiasm and professionalism.

Exhibits effective listening and comprehensive skills.

Builds collegial relations with student-athletes.

Promotes and supports the Academic Study Table.

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: Softball Girls Head Coach, Northern High School**

**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.

HR/LA/dmh/10/09

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas  
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.