

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

POSTING DATES: October 1, 2009 – Until Filled

TITLE: Varsity Cross Country Coach, Northwestern High School
(1 position – Boys and Girls Combined)

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 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: Teacher certification and prior coaching experience preferred. Must complete Coaches Advancement Program (CAP).

SKILLS: Knowledgeable in chosen sport.
Ability to monitor academic progress of student-athletes.
Possess knowledge of Michigan High School Athletic Association (MHSAA) rules and regulations and Flint Community Schools' interscholastic athletic 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.

REPORTS TO: Principal or his/her designee.

TERMS OF EMPLOYMENT: Supplemental Annual Contract based on Master Teacher Contract. \$2,524.00 Annually.

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ESSENTIAL FUNCTIONS:

- Conducts a comprehensive, high quality high school athletic program.
- Responsible for conducting tryouts and placement of players.
- Maintains accurate records and files for insurance, physicals and equipment.
- Recommends the coaching staff to be hired.
- Supervises and evaluates each assistant assigned to your program.
- Develop athletic skills and life-long learning skills.
- Teaches cross country skills and develops teamwork.
- Maintains practices to develop overall performance of athlete.
- Organizes and promotes award programs, banquets and Saginaw Valley Conference sports.
- Represents the Flint Community Schools in a positive manner.
- Public relations with faculty, students and public.
- Communicates with the media, alumni, faculty, staff, students and the public.
- Builds collegial relations with student-athletes.
- Promotes current academic standards and policies.
- Promotes and supports the Academic Study Table.
- Monitors student-athletes academic progress.
- Maintains enthusiasm and professionalism.
- Exhibits effective listening and comprehensive skills.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties and responsibilities may be assigned.

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 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.