

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

POSTING DATES: November 12, 2009 – Until Filled

TITLE: Football Varsity Head Coach, Northwestern 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 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 and CPR 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: Football Varsity Head Coach, Northwestern High School

TERMS OF EMPLOYMENT:

Supplemental Annual Contract based on Master Teacher Contract.

ESSENTIAL FUNCTIONS:

Develops athletic skills and develops life-long learning skills.

Maintains practices to develop overall performance of athlete.

ESSENTIAL FUNCTIONS continued:

Promotes current academic standards and policies.

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

Supervises and evaluates each assistant assigned to the program.

Monitors student athletes academic progress.

Maintains enthusiasm and professionalism

Exhibits effective listening, communication and comprehensive skills.

Builds collegial relations with student athletes and parents.

Promotes public relations with faculty, students and public.

Recommends the coaching staff to be hired.

Teaches football skills and develops teamwork.

Builds and maintains constructive work environment and working relationships with coaches, athletes, parents, school staff and community.

Promotes and supports the athletic study table.

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

Represents the Flint Community Schools in a positive manner.

Works closely with parents to organize fundraising activities.

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.

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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.

Rev. HR/LA/dmh/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.