



ANNOUNCEMENT OF POSITION VACANCY

September 14, 2017

VARSITY TRACK and FIELD COACH

Part-Time Stipend / Classified

APPLICATION DEADLINE: Until position is filled.

ANTICIPATED OFFICIAL START DATE: January 2018

SPORT PLANNING MEETINGS: As needed before start date

OVERVIEW

As a small charter high school, Samueli Academy is looking for a coach to continue developing a track and field program on campus.

The varsity track coach is responsible for overseeing all aspects of a developing program. The successful candidate will be required to adhere to all local, state and federal laws, directive of the Governing Board set forth in Board policies and administrative regulations, and all lawful directives of Coach's superiors; including the rules and regulations of the California Interscholastic Federation (CIF) and the standards of ethical conduct for interscholastic athletic team programs.

The varsity track coach is to be an exemplary role model for the athletes, school, and community. The successful candidate shall recognize that the purpose of athletics is to promote the physical, mental, moral, and emotional well-being of the individual athlete.

STIPEND

\$11.00 per hour, for the length of the season

ANNOUNCEMENT OF POSITION VACANCY
CLASSIFIED COACH
PAGE 2

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the overall supervision and development of the track program.
- Responsible for time required for off-season, summer and in-season practice and competition.
- Monitor assignments and duties of assistant and lower level coaches and annually evaluate all coaches.
- Responsible for developing tryout and practice schedules for all levels of the program.
- Responsible for the general upkeep, inventory and protection of equipment and facilities under the jurisdiction of the program.
- Maintain ongoing communication with the Athletic Director regarding any developments in the program, including complaints or grievances.
- Submit a written annual end of season program evaluation with recommendations for improvements to the Athletic Director.
- Responsible for submissions of request to purchase equipment, supplies and uniforms as needed, to the Athletic Director.
- Report any unsafe conditions to the Athletic Director and Campus Manager, and coordinate work orders in a timely manner to correct safety hazards.
- Promote the sport by prompt and accurate reporting of all public relations aspects of the sport to the local media.
- Facilitate the long-term success and viability of the program by establishing positive relationships with local athletics organizations, K-8 sports programs, local media agencies, booster groups, foundations, and community members.
- Work with the Athletic Director and/or Associated Student Body Advisor for all fundraising activities and maintain accurate records of monies collected and deposited in compliance with school policy and procedures.
- Coordinate pre-season parent meetings to review scholastic eligibility requirements, athletic code of conduct, team rules, injury prevention, and inherent risks of the sport.
- Monitor the scholastic eligibility and conduct of athletes.
- Avoid exerting undue influence on a student's decision to enroll in a particular athletic program at any public or private postsecondary educational institution.
- Avoid recruitment of athletes from other schools.
- Comply with time restraints for practice and competition schedules, including holidays, weekends, and off-season schedules.
- Responsible for safety and security of the team before, during, and after program events.
- Acts as the liaison between the Athletic Director and coaching staff.
- Perform other related duties as assigned.

ANNOUNCEMENT OF POSITION VACANCY
CLASSIFIED COACH
PAGE 3

MINIMUM QUALIFICATIONS

- Requires successful experience in playing the sport of application in either:
 - Organized community, High School, Collegiate, Professional, or
 - Successful experience in coaching the sport of application
- Requires that all prior experience as an athletic coach in the District or prior schools districts resulted in positive conduct and no disciplinary action.
- Requires the ability to carry out the duties and responsibilities of the position and to accomplish its objectives.
- Requires knowledge of the rules and regulations of the sport, policies and practices of Samueli Academy, rules and regulations of the league in which Samueli Academy participates, the CIF and the standards of ethical conduct of interscholastic athletic team programs.
- Requires a proven verifiable record of the ability to work and maintain positive relationships with students, parents, guardians, colleagues, administrators, booster groups, foundations, and community organizations.
- Requires the ability to organize, train, direct, and motivate students and staff to achieve high levels of athletic competition.
- Requires a proven verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, positive attitudes, and character.
- Requires a demonstrated ability to serve as a positive role model for student athletes and a commitment to holding all students and adults associated with the program to the same standards.
- A verifiable record of having been part of a winning tradition, including post season playoff competition as coach is preferred.
- Requires Completion of Coaches Verification form, CPR/First Aid, Concussion Certification, Fingerprinting, and Coaches Education Courses (Care/Prevention of Athletic Injuries; and Coaching Theory/Techniques). The Head of School or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such person serves under the direct supervision of a fully qualified coach until the competencies are met.
- Perform other duties as assigned.

ANNOUNCEMENT OF POSITION VACANCY
CLASSIFIED COACH
PAGE 4

APPLICATION PROCESS

To be considered for this position, the candidate must submit:

- A completed online (EDJoin.org) application including:
 - A cover letter addressing the candidate's qualifications and coaching philosophies
 - A resume which clearly describes education and employment background, with specific attention to sports experience
 - Three (3) references upon request

Apply via EDJoin here:

<http://www.edjoin.org/searchResults.aspx?countyID=30&districtID=4830>

Successful completion of a background check and drug test will be required upon employment. For more information, please visit <http://samueliacademy.org> and click on "employment."

EQUAL OPPORTUNITY EMPLOYER