

Mar Lee School

Position: Assistant Boys and Girls Track and Field Coach (2 positions)

Date Posted **March 7, 2020**. Please submit a letter of interest, resume, and a list of three references to the Athletic Director via email or in person before the posting expires. This position will be posted **until filled**. **Current school employees including those who coached last year should submit a letter of interest to the Athletic Director at athletics@mar-lee.org**

Submit interest to Becky Zona, Assistant Athletic Director, athletics@mar-lee.org

This is an Internal/External posting for the **2019 -2020** school year.

General Description Of Position: Coach a 6th, 7th, and 8th grade girls and boys track and field team, 2020 season.

Essential Duties and Responsibilities:

- Run a 6/7/8 grade track and field team
- Carry out instructions as directed by the head coach and all duties pertaining to sport
- Professional tact, diplomacy, and presentation with administrators, teachers, coaches, students, parents and community
- Establish lines of communication with parents regarding their athlete's eligibility.
- Help oversee game day preparations
- Help monitor student-athlete attendance, academic performance and progress
- Successfully coach during practices, games and off-season workout programs as well as scrimmages and camps
- Plan recognition night for the program/team
- Perform other athletic related duties assigned by the Athletic Director

Minimum Professional Requirements:

- Must be at least 18 years of age.
- High school diploma or equivalent.
- Valid driver's license and birth certificate.
- Ability to pass state required background check.
- Evidence of completion of State approved concussion protocol training before the official start

of practices.

Desired Requirements:

- Strong verbal, written, and leadership skills
- Knowledge of activity, including safety, training techniques, and skills
- Knowledge of MHSAA and high school athletics
- Knowledge of equipment relevant to sport
- Organizational skills and ability to teach skills to all levels
- Skills and experience running an athletic team
- Previous athletic experience with school-age children. First Aid and CPR Certification.

Personal Qualifications:

- Demonstrate ability to work effectively with students, teachers, parents, and administrators.
- Prefer knowledge of computer technology and software application.
- Demonstrate good physical health and stamina.
- Demonstrate ability to function well within a team in an educational setting.

Salary level: \$800.00/Season

Reports to: Athletic Director

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.