



**Announcement of Vacancy  
FEA Posting #23  
February 5, 2010**

**Positions:** Boys Head Varsity Track Coach  
**Category:** Extra-curricular  
**Reports to:** Athletic Director

**Requirements**

- Teaching experience and certification preferred
- Knowledge of competitive strokes and proper training techniques
- Coaching experience preferred
- First-aid and sports medicine training preferred
- Punctuality and good attendance
- Experience in the sport as a participant
- PACE Training preferred

**Performance Responsibilities**

- Promote academics as a major priority
- Conduct fundamental skill clinics for elementary & middle school students
- Communicate positively with athletes, coaching staff, parents, administrators, and community
- Show an expressed interest in the welfare of the total athletic program as well as the other areas of the district's educational program
- Coordinate the coaching staff and program for the school district at all levels
- Observe and administer all school and district policies
- Organize and inventory equipment
- Submit all administrative material by deadlines
- Plan and schedule a regular program of practice in and out of season
- Work closely with the Athletic Director in scheduling interscholastic contests
- Recommend purchase of equipment, supplies, and uniforms, as appropriate
- Maintain necessary attendance forms, insurance records, and similar paperwork
- Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present, and make recommendations to Athletic Director
- Establish performance criteria for eligibility in interscholastic competition in this sport
- Enforce discipline and sportsmanlike behavior at all times, and establish and oversee penalties for breach of such standards by individual students
- Such other duties as may be assigned

The search for a highly qualified applicant for this position is not restricted to this district. Application along with a letter of interest and resume will be accepted until positions are filled.

**Please direct inquiries to:** Janet Bell, Employment Coordinator  
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