



**Clarenceville School District**  
**Job Posting**

Position: Varsity Head Girls Basketball Coach

Salary: In accordance with the Master Agreement

Posting Date: April 14, 2010

Deadline Date: May 3, 2010

Starting Date: Immediately

Materials: Send Resume, Cover Letter, and References

Qualifications: See attached job description

Method of Application: **Email or Mail to:**  
[kmurphy@clarenceville.k12.mi.us](mailto:kmurphy@clarenceville.k12.mi.us)

**Kevin Murphy**  
**Athletic Director**  
**Clarenceville High School**  
**20155 Middlebelt Rd.**  
**Livonia, Mi 48152**

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<http://www.clarenceville.k12.mi.us>

## **EMPLOYEE JOB DESCRIPTION**

### **HEAD VARSITY COACH**

The Head Varsity Coach is responsible for providing leadership and direction for the program which consists of: 1) Varsity Team and Coaches; 2) Junior Varsity team and Coaches; 3) Freshman team and coaches and 4) Middle School team and Coaches (where applicable). The Head Varsity Coach is responsible for establishing the cooperation and coordination of all the levels of the program. In addition to the above, the Head Coach shall establish a high level of self discipline and self confidence in all the participants of the sport and ensure that the players value leadership, sportsmanship, and a sense of fair play while representing the Clarenceville School District.

#### **ESSENTIAL DUTIES:**

##### **PRE-SEASON:**

- A. Responsible for arranging for equipment issue prior to the season.
- B. Responsible for pre-season media publicity regarding their sport.
- C. Provide input relating to possible coaching assignments.
- D. Must collect all physicals, Emergency Medical Card, and Pay to Participate Envelopes turned in before the first practice.
- E. Responsible to work with the Athletic Director in setting up any pre-season scrimmages and/or camps.
- F. A copy of the team rules governing the sport will be turned in to the Athletic Director for review and approval.
- G. Arrange with the Athletic Director regarding bus arrivals and departures for all games.
- H. Provide the Athletic Director with any information regarding special events during home contests.
- I. Staff meetings should be scheduled to ensure program consideration across levels, and to determine standards of evaluation as delineated in job description.

##### **SEASON:**

- A. Conditioning and practices will begin and will be run in accordance with all MHSAA regulations. The season will conclude with the completion of the last scheduled regular season or MHSAA tournament game.
- B. Follow all by-laws in accordance with the Metro Conference.
- C. Is responsible for all equipment and practice facilities.
- D. Must stress safety, good sportsmanship, and all the values of athletics.
- E. Responsible to see that all paper work regarding eligibility, roster, emergency contacts and bus departures are turned into the Athletic Director in a timely fashion.
- F. Communicate regularly with Athletic Director on all event of the game.

- G. Responsible for ensuring that all injured players are appropriately attended to and paper work filed. Injuries must be reported by a phone call and followed up in writing to the Athletic Director and Athletic Trainer within 24 hours of occurrence. An athlete injured seriously enough to need a doctor's attention will need the doctor's written permission to resume participation.
- H. Must be able to teach the techniques specific to their sport.
- I. Knowledge of blood borne pathogens, handling and disposal of bodily fluids.
- J. Responsible to report results of all games to the media and Athletic Director, and Principal Secretary for morning announcement.
- K. Will organize each practice at the varsity level, and have input for the sub varsity level.
- L. Must be able to effectively demonstrate and teach techniques.
- M. Must be knowledgeable of the rules and strategies of the game.
- N. Is in charge of the bus conduct of his/her players on all trips.
- O. Is responsible for all levels of the program, and should meet periodically with all assistant coaches to ensure program development and coordination during the season.
- P. Responsible for locker room supervision before and after practices and games.
- Q. Responsible to update the Athletic Director and AD Secretary of any rosters changes, so that eligibility may be checked. Must notify parents within 24 hours of the student athlete quitting or being removed from the team.
- R. Will conduct a reasonable "open try-out" period in those sports where squad numbers are limited.
- S. Responsible for evaluation of all officials on the MHSAA web site (in sports requiring official evaluations).
- T. Responsible for attending the Meet the Team night.
- U. Responsible for having at least one parents meeting.

**POST SEASON:**

- A. Will provide award winners names, and Varsity Letter athletes names to the AD two weeks before the banquet.
- B. Responsible for the collection of and storage of all player equipment.
- C. Responsible for preparing and/or storage of all practice equipment.
- D. Responsible for determining and preparing any equipment for reconditioning.
- E. Responsible for equipment inventory, must be turned in to the AD when complete.
- F. Responsible for filing with the Athletic Director the summary of participation report.
- G. Responsible for equipment and budget requests for the next season.
- H. Will provide a list of non conference teams to play or not play for the up coming season.

- I.* Responsible for assisting the Athletic Director with a coach's evaluation of each coach in the program.
- J.* Is directly responsible to the Athletic Director and shall keep the Director informed on all aspects pertinent to the conduct of their program.

**OTHER DUTIES:**

- A.* Assist students in obtaining athletic scholarships for advanced education.
- B.* Attend two Athletic Booster meetings a year. Encourage Parents and Athletes to support the ABC's fundraising efforts..
- C.* Should develop respect between players, student body, faculty and fellow coaches.
- D.* Establish a good working relationship with teaching staff to communicate needs of students experiencing academic difficulties.
- E.* Promote team spirit; take a personal interest in players and their problems, attend players or your teams other athletic events in the offseason.
- F.* Responsible for carrying out and enforcing all Clarenceville School District policies and regulations, all MHSAA regulations, and any duty assigned by the Athletic Director.
- G.* Responsible for hosting a summer youth camp.
- H.* Required to have an off season training for athletes.

**SKILLS/OTHER**

- A.* Ability to demonstrate techniques and skills to players.
- B.* Ability to demonstrate an interest in their sport.
- C.* Ability to communicate professionally with media, staff, parents, etc.
- D.* Organizational skills necessary to maintain a budget, inventory and paperwork.
- E.* Maintain a professional awareness of developments and programs in the designated sport and all sports activities.

**PREFERRED QUALIFICATIONS:**

**BACKGROUND:**

Bachelor's Degree from accredited college or university.

**EXPERIENCE:**

- A.* Coaching experience in the sport in which the coach is hired to coach.
- B.* Knowledge of the rules and strategy.