

PLEASE POST

To: All Interested Parties
From: Mr. Kevin Murphy, Superintendent
Date: January 10, 2012
Re: Vacancy–Houghton Lake Middle School Competitive Volleyball Coach

Internal Posting

The following position is open for the 2012-2013 school year:

Middle School Volleyball Coach

Job Responsibilities:

Implement an athletic program that encourages middle school students to strive for excellence in mind and body while learning the fundamentals of competitive volleyball
Supervise practice sessions, maintaining discipline, increasing team morale and cooperation within the school sports program and school community
Set an example of good sportsmanship and expect the same from team members

Qualifications: the qualified candidate will:

Have a thorough understanding of all athletic policies that have been set forth by the Board of Education
Knowledge of existing school, state and league regulations
Understand the proper administrative chain of command and refer all students and parent requests or grievances through proper channels
Experience in MHSAA Competitive Volleyball format preferred
Ability to teach basic volleyball skills
Responsible for teaching proper and safe conditioning and techniques
Candidates must possess excellent integrity and desire to be part of the coaching team with possible scouting duties

Administrative Duties: The qualified candidate will:

Provide documentation to the Athletic Director needed to fulfill system and state requirements
Issue, collect and inventory all equipment and supplies
Monitor athletic attendance /behavior/academic status
Implement student athletic code
Keep current student sports physicals and signed policy agreements on file for the duration of the season and return these documents to the Athletic Director at the end of the season

Reports to Houghton Lake Middle School Athletic Director

Interested parties should write a letter of interest to Coreen Julin, HLMS Athletic Director. Letters of interest will be accepted until January 24, 2012.

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