

JOB VACANCY DESCRIPTION GIRLS' JUNIOR VARSITY SOCCER COACH

Job Title: Girls' Junior Varsity Soccer Coach	Opening Date: August 22, 2017
Starting Date: ASAP	Closing Date: Open until filled
Total Days: Approximately 60	Location: Colville High School
Salary: \$3,652.10	Program Name: Extra-Curricular
Hours: Approx. 3 hrs, 3:00-6:00 pm	Supervisor: Varsity Soccer Coach/AD

Summary: Oversee and take responsibility for Girls' junior varsity soccer program grades 9-12 by incorporating and promoting a positive environment for all students while adhering to the WIAA Interscholastic Rules and Regulations. Works with the Girls' varsity soccer coach while teaching this sport activity to individual or groups.

Essential Duties:

- Work as a positive and collaborative member of the Athletic Program to foster the primary goals of Colville High School and the Athletic Program.
- Incorporate and promote a positive environment for all student athletes that nurtures self-esteem, high values, and life-long learning while teaching and coaching the girls' junior varsity soccer program participants.
- Assist with the girls' soccer programs for grades 9 - 12 as directed by the varsity coach and/or A. D.
- Supervise the locker room prior to, during, and after all practices and games. No student athletes are allowed in the locker room without an adult supervisor.
- Maintain discipline on all bus trips and athletic events.
- Collect and complete all eligibility information and checklist and turn in to Activities Director once completed.
- Have a current first-aid card with a copy on file with the Activities Director and attend a HIV/Hepatitis B seminar on a yearly basis and have it recorded on file with the District Office.
- Communicate regularly with the Varsity Head Coach to stay in touch with philosophies, strategies, techniques, etc. Attendance at clinics, seminars, high school practices, etc. is recommended.
- Have a current favorable reporting of a state and national fingerprinting background check on file with the Colville School District.
- Ensure that all student-athletes have transportation home after practices or games. Once the last student has left the campus, lock and secure all doors.
- Carry with you, at all times, Medical Information/Waiver forms and Medical First Aid kit.
- Enforce the no food or drink in the gym/locker rooms policy. Supervise the cleanliness of all facilities.
- Check out keys from Head School Secretary and check in keys within one week of the conclusion of the season.
- Coordinate with the Head Varsity Coach on all transportation needs and requests. School bus pick-up and drop-off will be at the front of the school by the main office.
- Check out and check in all equipment and uniforms to student athletes. Maintain records of pre-season and post-season inventory and turn in a copy to the Activities Director on specified date.
- Coordinate with the Head Varsity Coach to ensure games, crew, field/court set up, and officials are in place for each home contest.
- Fill out and turn in an accident report form for all accidents within 24 hours to the High School Office.
- Represent Colville High School and the Colville School District in a positive manner that reflects the best in sportsmanship.
- Other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

- Bachelor's Degree (BA/BS) preferred.
- Two to four years related experience and/or training or equivalent combination of education and experience preferred.
- A favorable reporting of a state and national background check is required.
- Ability to calculate figures and amounts as needed.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Teaching certificate and/or appropriate endorsements for the job assignment preferred.
- Valid first aid/CPR card on file with the Activities Director, and attend a HIV/Hepatitis B seminar on a yearly basis and have it recorded on file with the Colville School District office.
- Current documentation on file that is required for the coaches standards and education program.
- A favorable reporting of a state and national background fingerprint check is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- The employee is required to stand; walk; sit; and occasionally stoop, kneel, crouch, or crawl.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Noise level is moderate to loud.
- Use of technology, i.e., keyboarding, when applicable.
- While performing the duties of this job, the employee will work in outside weather conditions.

Any person wishing to apply may pick up an application at the Superintendent's Office and return it along with a letter of intent and resume to:

**Director of Business & Operations,
Colville School District, 217 S. Hofstetter, Colville WA 99114**

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Age, National Origin, veteran Status, Disability, Genetic Information or Testing, Sexual Orientation, and Gender Identity or Expression. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504/ADA Coordinator: Randy Cloke, 217 S. Hofstetter, Colville WA 99114, (509) 684-7850. The Colville School District is a drug free/tobacco free workplace. This organization requires a successful applicant to provide eligibility and verification of legal right to work in the United States in compliance with Immigration Reform and Control Act. **Notice:** The candidate selected will be hired on a temporary basis subject to favorable reporting of a state and national fingerprinting background.