

COLVILLE SCHOOL DISTRICT # 115
217 S. HOFSTETTER
COLVILLE, WA 99114
(509) 684-7850

JOB VACANCY DESCRIPTION JHS BOYS' 7th GRADE BASKETBALL COACH

Job Title: **Boys' 7th Grade Basketball Coach**
Classification: **Classified**
Starting Date: **January 2, 2018**
Total Days: **Approximately 40**
Salary: **\$2,191.26**
Hours: **Approx 3 (2:45 to 5:00 p.m.)**

Opening Date: **August 22, 2017**
Closing Date: **Open Until Filled**
Location: **Junior High School**
Program Name: **Extra-Curricular**
Supervisor: **JHS Principal**

Summary: Teaches Junior High School basketball sport activity/skills to individual or groups by incorporating and promoting a positive environment for all students while adhering to the WIAA Interscholastic Rules and Regulations.

Essential Duties:

- Incorporate and promote a positive environment for all student athletes that nurture self-esteem, high values, and life-long learning while teaching and coaching basketball team members.
- Administer the no cut/all play Junior High philosophy.
- Work with Building Administrator and Activities Director to minimize lost class time.
- 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.
- 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 Junior High Secretary and check in keys within one week of the conclusion of the season.
- Coordinate with the Activities Director 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 Activities Director 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 Junior High Office.
- Represent Colville Junior High and the Colville School District in a positive manner that reflects the best in sportsmanship.
- Other duties as assigned.

Physical Demands:

- 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:

- Typical classroom noise level.
- Use of technology, i.e., keyboarding, when applicable.
- While performing the duties of this job, the employee may occasionally work in outside weather conditions.

Qualification Requirements:

- Bachelor's Degree (BA/BS) preferred.
- Two to four years related experience and/or training or equivalent combination of education and experience preferred.
- 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 coach's standards and education program.
- A favorable reporting of a state and national fingerprint background check is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualified persons wishing to apply can access application materials on our webpage @ colsd.org, and/or may pick up a District application packet 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.