

**Medical Lake School District #326  
Medical Lake, Washington**

**COACHING POSITION ANNOUNCEMENT**

**Head Track Coach  
Medical Lake Middle School**

**Posting Date: December 18, 2018  
Open Until Filled**

Posting #	1819.55
Superintendent:	_____
_____ Date _____	
Personnel:	_____
_____ Date _____	
New Employee:	_____
Start Date:	_____
Replacing:	_____

**SUMMARY OF ASSIGNMENT:**

To coach the Track team; to provide direction and coordinate the school Track program; to carry out duties and responsibilities as outlined in the coaches handbook and Washington Interscholastic Activities Association (WIAA).

**OVERALL JOB GOAL:**

The head coach/advisor will provide leadership for the entire Track program through evaluation, planning, and the coordination of improvements.

**REQUIREMENTS:**

All coaches/advisors will:

1. Meet WIAA standards
2. Attend rules clinics
3. Attend pre/post season meetings
4. Maintain a current first aid card
5. Be a member of professional organizations pertaining to the sport

**PRIMARY RESPONSIBILITIES:**

1. Organize and successfully direct the Track program, including proper instruction and training
2. Provide leadership for the total district Track program in cooperation with the Medical Lake Middle School Athletic Director
3. Provide the philosophical basis of the Track program that outline academics, discipline, training, and athletic performance
4. Promote optimum participation of student body in the Track program
5. Be an active representative of the school's Track program to the media and community
6. Demonstrate support for the total school and athletic program
7. Be responsible for the care, maintenance and procurement of Track equipment and uniforms
8. Administer and support athletic department, school, league, district and state policies and responsibilities
9. Evaluate the level of quality in all aspects of the Track program

**QUALIFICATIONS:**

1. Successful paid coaching experience preferred
2. Demonstrates knowledge and skill in fundamental Track techniques and strategies
3. Demonstrates ability to work effectively and collaboratively with assistant coaches
4. Demonstrates ability to motivate student athletes in a positive and productive manner to assure the development of their academic, personal, and athletic potential
5. Demonstrates use of positive and effective communication techniques in working with student athletes, referees, parents, staff, and community in the development of a successful Track team
6. Demonstrates skill in athletic program development and evaluation

7. Willing to promote the total sports program with the student body
8. Demonstrates ability to serve as positive role model
9. Demonstrates organizational skills, self-motivated, and enthusiastic
10. Preference is given to individuals meeting WIAA coaching standards

**General Responsibilities:**

A. ANNUALLY

1. Assist in the recruitment, screening, hiring, training, evaluating, and assignment of assistants

B. SEASONAL

1. Implement the Activity Code
2. Provide information to the Athletic Director for transportation, officials, and game management
3. Be responsible for constant care of equipment and facilities used
4. Follow procedures for purchasing
5. Assist in the coordination of all levels within the specific activity
6. Develop practice and seasonal plans and scouting duties if applicable with the idea of developing the participant's greatest potential
7. Emphasize safety precautions and be aware of best training and injury procedures
8. Conduct team and self in an ethical manner during practice and competition
9. Report a weekly summary of all contests to the Athletic Director
10. Instruct participants concerning rules and rule changes, new knowledge, innovative ideas and techniques
11. Be responsible for student supervision as outlined in the Coaches Handbook
12. Provide and conduct practice plan for inclement weather conditions

C. POST SEASON

1. Inventory
  - a. Return school equipment
  - b. Clean, sort, and store equipment
  - c. Recommend equipment for repair/replacement
2. Provide fines list for items damaged/not returned
3. Letters and special awards
4. Make recommendations for facilities and equipment
5. Report seasonal records of team and individual accomplishments
6. Return keys

\*For a complete list of Primary Responsibilities, see Coaches Handbook

**IMMEDIATE SUPERVISOR(S):**

Building Administrator(s), Athletic Director

**TERMS OF EMPLOYMENT:**

- Work Schedule and Salary: Length of service will match the needs of the Track program as prescribed by the district and WIAA. Salary schedule negotiated range depends upon prior experience
- Benefits: None ascribed to extracurricular activities at this time

**APPLICATION PROCEDURE:**

**Current Employees:**

Please submit a letter of interest

**Other Applicants:**

Please apply online through FastTrack at [www.mlisd.org](http://www.mlisd.org) , navigate to the Employment page.

**Questions regarding applications can be directed to:**

Debra DuPey, Human Resources Specialist  
[ddupey@mlsd.org](mailto:ddupey@mlsd.org) or 509-565-3120