

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

**COACHING POSITION ANNOUNCEMENT**

**Assistant Track Coach  
Medical Lake Middle School**

Posting Date: December 18, 2018  
Closing Date: Open until filled

Posting #	1819.56
Superintendent:	_____
_____ Date _____	
Personnel:	_____
_____ Date _____	
New Employee:	_____
Start Date:	_____
Replacing:	_____

**SUMMARY OF ASSIGNMENT:**

To assist the Head Track Coach and to carry out duties and responsibilities of the school district as outlined in the Washington Interscholastic Activities Association (WIAA) handbook guidelines.

**PERFORMANCE RESPONSIBILITIES:**

1. To see that the Athletic Director is informed of any Track program changes.
2. To conduct himself/herself and the Track program in a professional manner.
3. To be responsible for the direct supervision of the Track team until the students are dismissed from the building or returned to class.
4. Responsible for the direct supervision of the Track team at all competitions and events.
5. To attend meetings as called by the Athletic Director or Head Track Coach.
6. To maintain equipment and facilities related to the Track program.
7. To be responsible for the administration of the Track program regarding:
  - a. Physical examinations.
  - b. Insurance requirements.
  - c. Accident reports.
  - d. Maintaining a team and award roster.
  - e. Accountability of uniforms.
  - f. Residential and academic requirements.
  - g. Team transportation requests.
  - h. Security of athletes' personal property.
  - i. Towels.
8. To represent school at any pre or post-season award recognition for teams and players.
9. To keep head coach informed of what is being done which may affect the Track program.
10. To assume responsibilities as assigned by the Head Track Coach or the Athletic Director.
11. To understand and implement the rules/regulations in the athletic handbook.
12. Must be available to perform scouting duties.

**QUALIFICATIONS:**

1. Demonstrate positive attitude toward students, and ability to motivate them toward developing a successful Track program.
2. Understand the sport, its safety practices, techniques, rules, and progression of skill development.
3. Be able to assist in instructing students in the techniques and requirements of this sport.
4. Have successful and related experience working with youth of comparable age, ability, and needs to those involved in this sport.
5. Be able to interact positively and in a professional manner with other participants: i.e., students, coaches, referees, spectators, parents, supervisors.
6. Be able to consistently meet scheduled responsibilities for practice, coaching preparation, competition, and related activities.
7. Be able to organize resources, direct efforts, and provide structure for a positive and cooperative environment.
8. Be able to work cooperatively with colleagues and other staff as a team, and to maintain necessary data.
9. Hold a valid first aid card, attend a district-approved sports medicine clinic, or produce evidence of successful completion of applicable course work.
10. Preference is given to individuals meeting WIAA coaching standards.

**IMMEDIATE SUPERVISOR(S):** Head Track Coach and Middle School Athletic Director

**TERMS OF EMPLOYMENT:**

- *Work Schedule and Salary:* Length of service will match the needs of the appropriate sport's program as prescribed by the district and WIAA. Salary will be per the current coaching schedule.
- *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@mlisd.org](mailto:ddupey@mlisd.org) or 509-565-3120