

# **SUGAR-SALEM SCHOOL DISTRICT NO. 322**

## **Announcement of Vacancy**

Sugar-Salem School District has the following vacancy for the  
2023-2024 School Year:

### **Junior High Boys Track Coach**

#### **QUALIFICATIONS**

1. High school diploma or General Education required
2. Certification in first aid and CPR
3. Demonstrated knowledge of track, sports training, conditioning, injury prevention,
4. Related experience as determined by the Board
5. Ability to foster and sustain students' interest in the activity and promote skill development
6. Possess good organizational skills
7. Strong interpersonal and communication skills, and ability to work well with students, parents, and colleagues
8. Maintain confidentiality of staff and students

#### **PRIMARY RESPONSIBILITY TO**

Building Principal and Activities Director

#### **JOB SUMMARY**

To motivate and develop each athletes' skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### Working with Student Athletes

1. Attend all tryouts, practice meetings, and in-school events, and supervise students during related field trips and other out-of-school functions
2. Organize practice schedules and game rosters
3. Assign positions to players, and develop strategies and styles of play
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
5. Coach individual participants of varying abilities in the skills necessary for achievement in track
6. Track student performance throughout the season and develop stat sheets on players
7. Arrange with the athletics and activities director for any necessary transportation, scheduling, hiring of officials, or other arrangements for competitions related to the sport
8. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and ensure that safety equipment is used correctly
9. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy

10. Ensure that students are eligible to participate, and that they have had any necessary physical examinations
11. Actively promote the athletic program, seek student participation, and select team members
12. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high
13. Maintain high standards of conduct for student athletes, including respect and fair play

#### Other

1. Work with the Jr High School Athletic Director to oversee the team's budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues
2. Be responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with federal and state law, administrative rules, and Board policy
3. Work with other coaches, parents, referees, news reporters, operators of non-district facilities used for practice or competition as appropriate
4. Work closely with the athletics director in scheduling interscholastic contests
5. Assist the athletics director, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork
6. Train and assign duties to team managers, assistant coaches and direct event volunteers, if applicable
7. Evaluate the program annually and make recommendations for improvements as necessary
8. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
9. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

**Posting Date: 01/08/24**

**Closing Date: Open until filled**

Application may be downloaded from the web at: [www.sugarsalem.org](http://www.sugarsalem.org) Please attach your resume at the time your application is finalized and submitted to [jrobbins@sugarsalem.com](mailto:jrobbins@sugarsalem.com) Attachments can be either a MS Word document or a .pdf file (recommended).

Applications are also available at the District Office: 105 West Center, P.O. Box 150, Sugar City, ID 83448

#### **Contact Info**

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Human Resources

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