



DATE: October 3, 2023
TO: All interested parties
SUBJECT: Notice of Vacancy

POSITION: **Jr High Cross Country** for the 2024-2025 School Year

JOB SITE: **Myrtle Point High School**

DESCRIPTION: Jr High Cross Country

WAGE: Annual Stipend of \$2,704.46 less payroll costs per the 2022-2024 Certified Contract Appendix C

DESCRIPTION: **A one-year** coaching position as **Jr High Cross Country Coach** for the **2024-2025** school year. Prior coaching experience preferred. Applicant must possess or can complete:

- Certification through NFHS Coaches Education program (one time requirement).
- Online Concussion Management Class (required annually)
- NFHS Guide to Heat Acclimatization & Heat Illness Prevention Course (required every other year)
- Online Steroid Training and Assessment Class (required once every four years)
- First Aid/CPR Certification
- District Safeschools Training

APPLICATION: Classified Application forms are available online at: mpsd.k12.or.us

APPLICATION PACKET SHOULD INCLUDE: COMPLETE APPLICATION PACKET:

- Classified application available on our website (Required)
- Cover letter (Optional)
- Resume (Optional)
- **In-district submit letter of interest.**

SEND TO:

Kari Seals, HR/Administrative Secretary
Myrtle Point School District 41
413 C St., Myrtle Point, OR 97458
Email: kseals@mpsd.k12.or.us

DEADLINE TO APPLY: Applications will be accepted until the position is filled.

Submit Application or Letter to:
Kari Seals, HR/Administrative Secretary
Myrtle Point School District Office
413 C Street, Myrtle Point, OR 97458
E-mail: kseals@mpsd.k12.or.us

TERMS OF EMPLOYMENT:

- First consideration for this position will be given to qualified members of the collective bargaining unit.
- Pre-employment drug testing. This test will be at the district's expense and the district's medical facility of choice.
- A fingerprint-based criminal history investigation will be required.

2023.24.26

Myrtle Point School District 41
Job Description

Job Title:	Athletic Coach
Assignment:	Myrtle Point High School
Reports to:	Athletic Director/Building Principal
Status:	Extra-Duty

Job Summary:

This is an extra-duty assignment. The incumbent will be a certified employee of the district or non-certified as approved by the superintendent and ratified by the Board of Directors. The coach is responsible for the directing of the sport in a manner that serves the best interests of the school, the team, and the individual participant. The coach must work cooperatively with all members of the total athletic program. Athletic coaches are accountable to the building principal and athletic director for the performance of assigned duties.

DUTIES:

1. The head coach of each sport will determine the system of play to be used and coordinate the work of assistant coaches.
2. Cooperate with the athletic director in matters of scheduling and finances.
3. Assume the responsibility for the scheduling of practice sessions.
4. Assume the responsibility for the care, marking, and security of equipment, supplies, and physical properties used by participants in the sport.
5. Submit an inventory of sport equipment to the athletic director at the close of the sport season.
6. Assume the responsibility for the conduct of all players and team managers while they are under the jurisdiction of the coach.
7. Bring to the attention, through the athletic director, to the administration of any action by participants that conflict with district policy.
8. Encourage good sportsmanship and ethical conduct.
9. Encourage scholarship and promote harmonious teacher-student relationships.
10. Assure that each player has attained the degree of physical conditioning that minimizes the potential for injury before the student is allowed to participate in the sport.
11. Assist the athletic director in the securing of physical examinations and parental permission for student participation before the student is allowed to participate.
12. Assist the athletic director in the certification of eligibility of participants.
13. Cooperate with the athletic director in the selection and purchase of sports equipment.
14. Professionally represent the District and support positive interactions with parents, community, staff and students.

SALARY:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated monthly in accordance with district policy for regular district employees; non-regular district employees and temporary-duty licensed employees will be paid lump sum on completion of the job.

QUALIFICATIONS:

1. Prior coaching experience required.
2. Certification through NFHS Coaches Education program (one time requirement)
3. Online Concussion Management Class (required annually)
4. Online Steroid Training and Assessment Class (required once every four years)
5. First Aid/CPR Certification

EVALUATION:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Staff*.
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Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or position itself) at any time as it deems advisable.

Board Approved:

I have read and understand this job description.

Signature:

Date:

Supervisor or HR Signature:

Date:
