

## Bellaire Public Schools – Invitation to Apply

The Board of Education seeks a motivated individual with a positive attitude to fill the role of Middle School Head Track Coach with the Bellaire Public Schools.

**Posting Date:** September 27, 2023  
**Position:** MS Head Track Coach  
**Building:** Bellaire Middle School/High School  
**Reports to:** Athletic Director, Superintendent  
**Hours:** As scheduled (per Bellaire Education Association CBA)  
**Start Date:** TBD

### Preferred Qualifications:

- Experience coaching/assistant coaching track at the high school or collegiate level preferred.
- Participation as a track runner at the high school or collegiate level is preferred.
- Demonstrate leadership and ability to work effectively with groups and individuals; demonstrate skills in organization and ability to apply this knowledge to a variety of situations.
- Demonstrate strong communication and interpersonal skills; demonstrate ability to work with parent groups, administrators, staff and students.
- Verifiable record of placing the appropriate emphasis on academic excellence, positive attitudes, character, and sportsmanship for all student-athletes.

### Required Qualifications:

- Possess ability to successfully promote athletes who qualify under NCAA Clearinghouse standards for post-secondary scholarship opportunities.
- Provide all required certifications prior to the beginning of the designated sports season and the assumption of coaching duties.
- Trained in and possess valid cardiopulmonary resuscitation (CPR) and First Aid clearance.
- Such alternatives to the above as administration may find appropriate and acceptable.

### Duties & Responsibilities:

- Follow district and site procedures and policies; follows the district Athletic Handbook and Code; adheres to the Michigan High School Athletics Association (MHSAA).
- Assume primary responsibility for administering the Middle School Track program for which the candidate has been hired.
- Act as a positive role model for student-athletes.
- Work closely with the Athletic Director in planning, implementing and scheduling team activities, tryouts, practices, game plans, summer activities.
- Oversee any unsafe conditions of the facility or area in which the assigned sport is conducted at all times athletes are present.
- Report any unsafe conditions to the Athletic Director and completes work orders in a timely manner to correct safety hazards.
- Teach student-athletes to perform sound, safe fundamental techniques of the designated sport throughout the season.
- Foster ethics, good conduct and sportsmanship for all participants and coaches.
- Take responsibility for the safety and security of the team before, during and after events and traveling to and from events, including riding the bus with the team.
- Take responsibility for the distribution, collection, and general upkeep of all uniforms and equipment and providing an end of season inventory.

*Over*  
✓

- Submit annual written report evaluating the program, with recommendations for improvements, as requested by the Athletic Director.
- Assist the Athletic Director in the evaluation of assistant coach(es).
- Verify that each team member has been cleared by the Athletic Director prior to allowing a student to try out or practice.
- Provide prompt accurate reporting of scores to local media and MHSAA.
- Hold pre-season parent orientation meeting for all levels to review eligibility, athletic code, team rules, requirements, and risk factors for all athletes.
- Adhere to all district guidelines and policies regarding budget and expenditures and the ordering process.
- Comply with time constraints for practice and contest schedules, including holidays/Saturdays, as well as off-season schedules.
- Promote the Bellaire Public Schools with pride and dignity at all times.
- Complete grade checks of all athletes per District guidelines.
- Ensure district compliance with the Michigan Department of Education for all academic programs.
- Other related duties as assigned by the Athletic Director, Superintendent and/or designee.

**This position is posted until filled**

Interested candidates should submit hard copies of the following items:

1. Letter of Interest
2. Current résumé
3. College Transcripts (if applicable)
4. Three (3) letters of Reference from individuals knowledgeable in:
  - a. Your education/training;
  - b. Your work history/performance, and/or;
  - c. Your potential in a coaching role

If you have questions, please contact Athletic Director Brad Fischer at (231) 533-8141.