

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

POSITION: Head High School Girls Track Coach, GCSC

SALARY: \$3,951.44 (per season)

REPORTS TO: Athletic Director

PURPOSE STATEMENT

To provide a high school track program to meet the needs of students in the GCSC.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Patience
- Leadership
- Good communication skills
- Mentoring
- Tutoring
- Positivity
- Passion
- Perseverance
- Communication
- Imagination
- Observation
- Service Learning Projects

SUPERVISORY RESPONSIBILITIES

Students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

The Head Girls Track Coach is responsible for all aspects related to and practicing with conducting practices and games, working on individual player development, supervising pre-season and conditioning programs, assisting with, promoting, and maintaining positive public relations. Successful candidate must be committed to the academic success of student-athletes and be committed to their personal growth and social development. Successful candidate must be fully committed to all GCSC, State, and National policies and procedures.

Skill in:

- Demonstrate knowledge of track fundamentals and programs
- Use of technology and media assistance to enhance the track program

- Experience in coaching and applying disciplinary requirements

Ability to:

- Complete and assist the Athletic Director with a meaningful schedule
- Plan and coordinate practices and travels for games home and away
- All other assigned duties and assignments relating to the athletic department

EDUCATION AND EXPERIENCE

A High School Diploma is required. Demonstrate excellent oral and written communication skills, and should have previous coaching experience.

CERTIFICATION/LICENSES

To be determined

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test

Clearances

- Fingerprinting/Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted prior to 4:30 p.m., Friday, July 13, 2018 to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER