

PROSSER SCHOOL DISTRICT #116
1500 Grant Street
Prosser, WA 99350-1264
Phone: (509) 786-3323
FAX: (509) 786-2062



Internal Posting
Head Softball Coach at Housel Middle School

***** Application Information *****

Position: Head Softball Coach at Housel Middle School

Job Description: See attached job description

Hiring Timeline: Open period: February 20 - 26, 2020

Application Procedure: **Internal applicants need only submit a letter of interest if all information on file is current (less than 2 years old).**

If you require additional information or have questions about the position please contact **Kim Bolt, Human Resource Specialist** at (509)786-3323 Ext 2003

Prosser School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boys Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator and
Compliance Coordinator for State Law**
Bryan Bailey
1203 Prosser Avenue
Prosser WA 99350
(509)786-1224
bryan.bailey@prosserschools.org

**Section 504/
ADA Coordinator**
Dr. Syndi Duehn
1109 Meade Avenue
Prosser WA 99350
(509)786-1820
syndi.duehn@prosserschools.org

Internal Posting

Head Softball Coach at Housel Middle School

**** Job Description ****

Skills and Qualifications

- Successful coaching experience at high school or college level preferred
- Hold current First Aid Certification
- Hold a valid current “hands-on” CPR Certification or be enrolled in a “hands-on” CPR course
- Complete Washington State Patrol Criminal History background check
- Complete OSPI Moral Character Supplement form
- Be at least 21 years of age
- Knowledge of current program techniques and strategies
- Demonstrated skill in program development and evaluation
- Demonstrated ability to motivate young athletes
- Ability to organize program for middle school students
- Commitment to uphold policies and expectations of the school district
- Appropriate certification/training

Major Tasks and Responsibilities

Organization

- Organize the program so that it is consistent with the district philosophy, goals and objectives
- Supervise and evaluate assistant coaches and recommend personnel for assistant coaching positions to the athletic director
- Develop and organize practice plans to include:
 - Scheduled water breaks
 - Health and safety concerns for the sport
- It is the responsibility of the head coach to make sure all practice plans are on file with the athletic director
- Inventory, selection, care, maintenance of equipment and play surfaces
- Prepare a budget for his/her sport and submit to the athletic director
- Assist athletic director in scheduling departure times and possible release times
- Complete end of season packet and submit to the athletic director within 1 week of the season ending
- Perform such other related duties as may be assigned by the athletic director or principal

Safety

- Provide for safety and welfare of participants
- Prepare and condition athletes for competition
- Be responsible for the participants from the time they report until they leave for home

- Supervise all dressing room facilities any time they are being used by athletes. Coaches will not leave the facility until the last athlete has gone home
- Secure all doors, lights, windows and locks before leaving the building
- Stress safety precautions and follow return to play protocol for all injuries.
- Have 'travel cards/emergency cards' available at all practices and games
- Report any unsafe conditions in the practice or game site facility that could result in an injury

Program Development

Coaches should have knowledge of conference, district and state rules and should possess the following items:

- WIAA Handbook - updated every year
- Rule book for their sport
- League Handbook - Standard Operating Procedures
- Develop fundamental skills and implement sports program based on good sportsmanship and leadership building activities
- Set and review team expectations, eligibility requirements, participation rules, district athletic code, and team expectations to all squad members
- Promote the sport, within WIAA guidelines
- Accompany and direct the team in all contests at home and away and be responsible for the conduct of the team and the assistant coaches at the contests
- Report infractions of the athletic code, league SOP's, or WIAA rules and regulations to the athletic director immediately