**NOTICE OF VACANCY**

JOB ID:

**POSITION:** Junior Varsity Pom Coach  **LOCATION:** Novi High School

**SCHEDULE:** August 11th through February 28th 2015 **SALARY:** According to the NEA Agreement

**POSTING DATE:** April 15th, 2015 **DEADLINE:**  Until Position is Filled

**QUALIFICATIONS**

* Must have documented evidence of organizational skills, knowledge, experience, preparation and aptitudes in the above sport commensurate with the level of the position
* Must have demonstrated ability to work with and motivate young people and adults
* Must be available during the time requirements of the position

**PREFERENCE WILL BE GIVEN TO CANDIDATES WHO HAVE -**

 - previous successful coaching experience

 - completed PACE Level I & Level II or CAP Level I & II

 - or are willing to complete within 1 year from date of hire:

* + Red Cross First Aid certification
	+ Red Cross CPR certification
	+ Red Cross AED certification

**RESPONSIBILITIES & DUTIES**

* Directly responsible for all matters relative to program including, but not limited to, player personnel, practice sessions, care and maintenance of equipment and supervision of players during practice, games, travel and other team functions.
* Be knowledgeable of and consistently enforce school, District, League and state association (MHSAA) rules and policies.
* Effectively communicate with players, officials, fellow coaches, parents, administrators and community members.
* Ensure that the safety and welfare of the athletes is a top priority in the organization and implementation of practice and game situations.
* Be responsive to instructions and directions of the district Athletic Director and other appropriate school administrators.
* Present a professional image and provide a positive role model in terms of personal habits, language and conduct.
* Responsible for press releases and public relations

**REQUIREMENTS**

* A letter of interest regarding the position
* A current, detailed resume
* A Novi Community School District Coaching application form with a signed consent for a criminal conviction history check
* Must be at least 18 years old

**APPLICATION:** For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at** [**www.oakland.k12.mi.us/ohrc**](http://www.oakland.k12.mi.us/ohrc) by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

**Internal candidates** must complete the online application and notify the Director of Athletics via email (bgordon@novischools.net) so we can appropriately identify you as an internal candidate.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of Novi Community Schools that no person shall on the basis of race, color religion, national origin or ancestry, gender , age, disability, height , weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to dissemination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Schools has appointed a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Carol Diglio, Novi Community Schools 45345 Taft Rd., Novi, MI 48374.