



FENNVILLE PUBLIC SCHOOLS

Educational Excellence, Community Atmosphere, Global Perspective

5 Memorial Drive, Fennville, MI 49408

269.561.7331

Job Posting

POSITION: Para-professional – Middle School

POSTING PERIOD: November 28 – December 5

QUALIFICATIONS:

1. Must meet district Highly Qualified requirements.
2. Exceptional human relation skills, including demonstrating confidence and the ability to relate well and work with students and staff.
3. Strong, positive work history, including attendance.
4. Bilingual skills preferred
5. Ability to work with basic computer programs

RESPONSIBLE TO: Kim Zdybel, Fennville Middle School Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist with middle school student academic needs
2. Ability to monitor and correct student behavior in the cafeteria
3. Ability to collaborate with teachers and assist in classrooms
4. Ability to encourage and assist all learners.
5. Strong verbal & written communication skills with staff, students and principal
6. Hours: Monday – Friday from 7:50 – 3:00

Interested persons should submit a letter of application and resume with references

to: Kim Zdybel, Principal
kzdybel@fennville.org

or

Fennville Middle School
1 Memorial Dr.
Fennville, MI 49408

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Posted: November 28, 2017

**GIRLS VARSITY SOFTBALL COACH
FENNVILLE PUBLIC SCHOOLS
POSITION DESCRIPTION**

POSITION TITLE:	Head Girls Varsity Softball Coach
DEPARTMENT:	Athletics
REPORTS TO:	Athletic Director
APPLICANTS:	January 11, 2018-until filled.

SUMMARY:

To be in charge of the girls softball program for grades K-12 to help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works closely with the athletic director.
- Understands and maintains the standard of the Fennville athletic handbook.
- Develops the coaching staff within the program.
- Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- Is an integral part of the program's youth and developmental program.
- Plans and schedules a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains accurate statistics, records and results of the season.
- Enforces discipline and sportsmanlike behavior at all times and establishes/oversees penalties for breach of such standards by individual students.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques and general information about all aspects of the sport.
- Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Recommends purchase of equipment, supplies and uniforms.
- Maintains necessary attendance forms, medical records and similar paperwork.
- Accounts for all equipment.
- Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.
- Conducts a parent meeting prior to the start of each season.
- Organizes a team banquet at the end of each season.
- Completes other duties as assigned by the Athletic Director, Principal, Superintendent or his/her designee.

SUPERVISORY RESPONSIBILITIES:

Supervises student athletes of their particular program.

QUALIFICATION REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and /or EXPERIENCE:

Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory preferred. Experience in physical education, coaching, first aid, CPR and sports medicine.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, commissions, proportions, percentages, area, circumference and volume.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with student, staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software.

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.

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job. The employee occasionally will be required to lift and/or push up to 50 lbs.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able

to tell where sound is coming from. The employee must be able to communicate to the team in order to give directions.

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.

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

PLEASE SEND RESUME, LETTER OF INTEREST AND UP TO THREE LETTERS OF RECOMMENDATION TO:

**FRANK MARIETTA,
4 MEMORIAL DR,
FENVILLE, MI 49408
fmarietta@fenville.org**

THE INFORMATION CONTAINED IN THIS JOB DESCRIPTION IS FOR COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (A.D.A.) AND IS NOT AN EXHAUSTIVE LIST OF THE DUTIES PERFORMED FOR THIS POSITION. ADDITIONAL DUTIES ARE PERFORMED BY THE INDIVIDUALS CURRENTLY HOLDING THIS POSITION AND ADDITIONAL DUTIES MAY BE ASSIGNED.

