

L'Anse Creuse Public Schools

Job Description

JOB TITLE: Head Varsity Football Coach

REPORTS TO: Athletic Director and Principal

SUPERVISES: Football Coaching Staffs (Freshman, JV, Varsity)

JOB SUMMARY:

The Head Varsity Football Coach is to manage and oversee the L'Anse Creuse High School – North Football program (Freshman, JV, & Varsity). L'Anse Creuse High School – North is located in Macomb County, and competes in the Macomb Area Conference.

QUALIFICATIONS:

- Prior coaching experience as a Varsity Head Coach, or five years as an assistant at the High School or College level preferred
- Knowledge of MHSAA and Macomb Area Conference Rules and Regulations
- Must possess the ability to establish and maintain effective working relationships with school administration, parents, and students
- Excellent oral and written communication skills, and organizational skills

PERFORMANCE RESPONSIBILITIES:

Coordinates all activities related to successfully running a large high school football program. Processes and procedures related to football and coaching operations are reviewed regularly and revised to ensure operational activities are fluid, efficient and support the overall program. Responsibilities include, but are not limited to:

- Commitment to building positive relationships with players, parents, school staff and the community.
- Ability to be an appropriate role model for students and coaches.
- Teaches and demonstrates sportsmanship and appropriate conduct towards players, officials and spectators.
- Excellent communication skills, including utilization of technology.
- Ability to develop an organized program. Must be able run organized practices, off-season workouts, conditioning, summer camps, parent meetings, among other duties not listed.
- Train and inform staff; encourage professional growth by encouraging attending clinics
- Ability to maintain the football budget through adherence to the purchasing and fundraising policies of the school.
- Strictly adhere to school's policies and procedures.
- Has knowledge of and will adhere to all MHSAA and Macomb Area Conference rules and regulations.
- Will be able to manage all aspects of the LCN Football program at all levels. Will integrate the LCPS Middle Schools with the high school to build a cohesive program.

- Must be able to build and supervise a cohesive coaching staff for all levels of the program.
- Must be able to work collaboratively with administration, fellow coaches and support staff.
- Maintain equipment inventories for the football teams.
- Follows established procedures for the proper care, maintenance and requisitioning of equipment, supplies and uniforms
- Coordinate gymnasiums, building and athletic fields use with the athletic director.
- Make recommendations for improvement to the building principal and athletic director.
- Be familiar with all MHSAA materials and enforce all MHSAA rules and regulations in the sport of football.
- Ensure district adherence to all MHSAA and district policies, administrative rules, procedures, and codes relating to and participation in athletics. Work cooperatively with school administration to enforce school rules related to athletic participation.
- Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, local community and other organizations.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

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

APPLICATION PROCESS:

All applicants must complete the online application on L'Anse Creuse Public Schools Human Resources Page: https://hr.lc-ps.org/Job_List.aspx. Please send current Resume, Cover Letter, and Letters of Reference to:

Chad Ballee
Athletic Director
23700 21 Mile Road
Macomb, MI 48042
Ballech@lc-ps.org

This job description in no way states or implies that these are the only duties to be performed by this employee. The Head Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal, Athletic Director, or other administration. L'Anse Creuse Public Schools reserves the right to update, revise, or change this job description and related duties at any time.