

Certified
 Non-Certified

VACANCY NOTICE

POSITION CONTROL NUMBER: 29130

Central School or Department		Asst. Varsity Boys Track Assignment Open		10/13/2009 Date
Start Time	End Time	Number of Hours/Day	Classification	Varsity Grade Level
10/1/2009 New Assignment Date		<input type="checkbox"/> New Position <input type="checkbox"/> Transfer Replacement for: _____ Reason for New Assignment: Resignation		

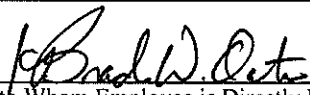
Duties & Responsibilities: (Essential Functions of Position, Major Responsibilities, Summary of Key Duties, Special Assignments, Relationships)

- Assist in all aspects of the Central High Boys Track Program - Grades 9 – 12.
- Assist in developing athletes to their fullest potential, starting with teaching basic fundamentals of the sport and progressing to skills beyond what is considered average.
- Assist in supervising students at all practices and contests as well as in the locker room and on the bus.
- Understands the proper administrative line of command and refers all requests and grievances through proper channels. Is aware of all public / staff/departamental meetings that require attendance.
- Work in cooperation with the Director of Athletics for the Davenport Community School District and in cooperation with the Athletic Director at Central High School.
- Assist in monitoring, coordinating, and enforcing district academic standards and policies.
- Assist in maintaining accurate records and assist in maintaining all track and field equipment.
- Responsible for scheduling practice times for all students in cooperation with other track coaches and the Athletic Director.
- Willing to work cooperatively with other programs.
- Assists members, school, and collegiate coaches in all recruiting processes
- Will include the Bigger, Faster, Stronger strength and conditioning program within the track and field program year round.
- Must work within guidelines established by the MAC Conference and the Iowa High School Athletic Association.
- Will be an active member in the Iowa High School Track and Field Coaches Association.
- Will actively assist in building a feeder program working effectively with the two primary intermediate feeder schools to Central High.
- Willing to work in the summer, on weekends, and at other allowable times in order to maintain a top-notch program.
- Perform additional duties as requested by head coach or administration, be able to lift 50 lbs. and be on feet for extended periods of time.


Physical Requirements of Position: (HBV Yes No)

Special Qualification Desired: (Personal Qualities, Education, Skills Needed, Experience, Etc.)

- Current Iowa Coaching Certification, experience participating in track and field in a high school or college program.
- Prefer successful coaching experience at the high school or college level and knowledge of the various components of track and field
- Knowledge of or willingness to learn about the Bigger, Faster, Stronger strength and conditioning program.
- Must provide a letter of application, brief resume and 3 references, with 2 from a superior to Chris Cartee, Athletic Director, Davenport Central High School, 1120 Main Street, Davenport, Iowa 52803; cartee@c@davenportcommunityschools.org
- Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Signature: Chris Cartee 
Administrator to Whom Employee is Directly Responsible

Date: 10/13/2009

Signature: Jenni Weypert 
Department Administrator / Human Resources Signature

Date: 10/15/09

Final Date for Internal Application:
10/21/09 4:00 pm

For Personnel Office Use:

Date Form Received	Person Filling Position	From	Date Filled
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