

Certified
 Non-Certified

VACANCY NOTICE

POSITION CONTROL NUMBER: 001400

Central School or Department		Head Boys Bowling 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 checked="" type="checkbox"/> New Position <input type="checkbox"/> Transfer Replacement for: _____ Reason for New Assignment:		

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

1. Must possess and be able to share knowledge of bowling, including game fundamentals
2. Have a thorough knowledge of all the athletic policies approved by the Davenport Board of Education
3. Promote the entire athletic program and adheres to philosophies and policies of Central High School
4. Must work to form positive professional relationships with players, coaches, parents, and building staff
5. Must possess a positive attitude and enthusiasm for teaching high school student athletes
6. Monitor, coordinate, and enforce district academic standards and policies
7. Responsible for team supervision before, during, and after practices, contests, and related events
8. Assist in promoting the bowling program and other athletic programs at Davenport Central High School
9. Responsible for maintaining records in adherence to Central High School and DCSD policy
10. Assist in maintaining equipment, including distribution, collection, and inventory
11. Responsible for maintaining a well-organized, respectful, and disciplined team atmosphere
12. Understand the proper administrative line of command and refer all requests and grievances through proper channels. Aware of all public/staff/departamental meetings that require attendance.
13. Work with the Booster Club to further strengthen the athletic program at Central High School
14. Other duties as assigned by the 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.)

- Iowa Coaching certification
- Previous bowling coaching or playing experience
- Preferably Teach or work at Central High School
- Such alternatives to the above qualifications as the administration may find appropriate and acceptable
- If interested, send letter of interest and 3 references with at least 2 from supervisors to, Chris Cartee, AD, Central High School, 1120 Main St., Davenport, IA 52803.

Signature: Chris Cartee *Chris Cartee*
Administrator to Whom Employee is Directly Responsible

Date: 10/13/09
10/13/2009

Signature: J. W. Weffer *J. W. Weffer*
Department Administrator / Human Resource Signature

Date: 10-26-09

Final Date for Internal Application:

11/13/09

For Personnel Office Use:

Date Form Received	Person Filling Position	From	Date Filled
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