

Certified  
 Non-Certified

**VACANCY NOTICE**

**POSITION CONTROL NUMBER: 34060**

<b>Central School or Department</b>		<b>Head Varsity Softball Assignment Open</b>		<b>8/29/2009</b> Date
<b>Start Time</b>	<b>End Time</b>	<b>Number of Hours/Day</b>	<b>Classification</b>	<b>Varsity Grade Level</b>
<b>5/10/2010</b> New Assignment Date		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Transfer   Replacement for: <u>Tom Hill</u> <b>Reason for New Assignment: Resignation</b>		

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

- Responsible for all aspects of the Central High Softball Program Grades 9 – 12.
- Provide direction and supervision for all softball coaches.
- Develop players to their fullest potential, starting with teaching fundamentals and progressing to skills beyond what is considered average.
- Responsibilities include supervising players at all practices and contests as well as on the bus.
- Understands the proper administrative line of command and refers all requests and grievances through proper channels.
- Work in cooperation with the Director of Athletics at Central High School.
- Monitors, coordinate, and enforce district academic standards and policies
- Must maintain accurate records. Responsible for maintaining all softball equipment.
- Responsible for scheduling practice times for all softball teams in cooperation with other softball coaches and the Athletic Director.
- Willing to work cooperatively with other programs, be able to lift 50 lbs., and be on feet for extended periods of time
- Assists members, school, and collegiate coaches in all recruiting processes
- Will include the Bigger, Faster, Stronger strength and conditioning program within the softball program year round.
- Must work within guidelines established by the MAC Conference and the Iowa High School Athletic Association.
- Will actively seek to build a feeder program working effectively with the two primary intermediate feeder schools to Central High.
- Willing to work in the summer, evenings, weekends, and at other allowable times in order to maintain a top-notch program.
- Will manage a softball program that wins games and is recognized as outstanding in the MAC Conference and in the State of Iowa.

**Physical Requirements of Position:** (HBV  Yes  No)

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

- Must possess a valid Iowa coaching endorsement 55, 101, or coaching authorization
- Successful softball coaching experience preferred
- Knowledge of the BFS program is preferred
- Preferably teach or work at Central
- Must provide a letter of interest, 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; carteec@davenportschools.org
- Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

Signature: Chris Cartee *Chris Cartee* Date: 10/13/09  
Administrator to Whom Employee is Directly Responsible

Signature: Jenni Weisport Date: 10/15/09  
Department Administrator / Human Resource Signature

**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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