

PCN # 17090.

West School or Department	Asst. 10 th Girls Basketball Coach Assignment Open (Grade Level, Subject Area, Classification, Hours Etc.)	6/29/09 Date
7/1/09 New Assignment Date	Resignation Reason for New Assignment	
Replacement for	Head 10 th G. Basketball Assignment of Person Leaving	6/29/09 Last Day of Work
		6/29/09 Effective Date of Vacancy

REASON FOR REPLACEMENT: Resignation Leave Transfer Retirement Termination Reclassified

Duties & Responsibilities: (Primary Function, Major Responsibilities, Summary of Key Duties, Special Assignments, Relationships)

1. Has a thorough knowledge of all the athletic policy approved by the Davenport Board of Education
2. Promotes the entire athletic program and adhere to philosophies and policies of West High School
3. Must work to form positive professional relationships with players, coaches, parents, and building staff
4. Must possess a positive attitude and enthusiasm for teaching high school student athletes
5. Must be willing to attend camps and clinics and expand knowledge in all aspects of coaching.
6. Maintains records of player interest and goals and turns in information, in a timely manner
7. Assists members, school, and collegiate coaches in all recruiting processes
8. Assists in the coordination and is actively involved in k-12 developmental programs
9. Monitors, coordinate, and enforce district academic standards and policies
10. Coordinates use and care of equipment and facilities /assist and organize transportation
11. Maintains and report the season records and statistics before, during and throughout the season.
12. Coordinates and maintains a strong unified BFS / weight training program; coordinated with all other athletic teams.
13. Must be willing to help organize community outreach/service programs for the team participate in.
14. Understands the proper administrative line of command and refers all requests and grievances through proper channels. Is aware of all public / staff / departmental meetings that require attendance.
15. Maintains / emphasizes discipline and demands disciplined behavior from ALL that are involved in the program. Provides and organizes adequate supervision before, during and after practices/games for all students.
16. Willingness to perform additional duties as requested by head coach and West administration

Special Qualifications Desired: (Personal Qualities, Education, Skills Needed, Experience, etc.)

Iowa Coaching certification
Previous basketball coaching (Girls) or collegiate playing experience
Teach or work at West High School
Goal oriented driven individual
Such alternatives to the above qualifications as the administration may find appropriate and acceptable
If interested, please send materials to Jeff Nance, 3505 W. Locust St., Davenport, IA 52804

SIGNATURE Jeff Nance
Administrator to Whom Employee is Directly Responsible

DATE 6/29/09

Final Date for Internal Application:
9-9-09

SIGNATURE Brad W. Oats
Department Administrator

DATE 6/29/2009

FOR PERSONNEL OFFICE:

Date Form Received	Person Filling Position	From	Date Filled
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Applications from Minorities are Encouraged
Minorities/Disabled/Female (M/D/F)