

West School or Department	Head Varsity Girls Track Coach Assignment Open (Grade Level, Subject Area, Classification, Hours Etc.)	10/20/09 Date
2/1/10 New Assignment Date	Resignation Reason for New Assignment	
Replacement For	none Assignment of Person Leaving	7/16/07 Last Day of Work
		7/17/09 Effective Date of Vacancy

REASON FOR PEPLACEMENT: 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. Monitors, coordinate, and enforce district academic standards and policies
9. Coordinates use and care of equipment and facilities /assist and organize transportation
10. Maintains and report the season records and statistics before, during and throughtout the season
11. Coordinates and maintains a strong unified BFS / weight training program; coordinated with all other athletic teams
12. 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.
13. 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.
14. Willingness to perform additional duties as requested by the Athletic Director and/or West administration
15. Be willing to work with feeder youth program.
16. Have a good knowledge of womens track.
17. Must be willing to be an active participant of our Speed and Agility, and Bulgarian workouts held throughout year.

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

Iowa Coaching certification
Previous track coaching or collegiate experience (women's track)
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
Must be able to push/pull/carry 50 lbs and stand for long time.

SIGNATURE Al Blocker

DATE 10/20/09

Administrator to Whom Employee is Directly Responsible

Final Date for Internal Application:

4pm 10-27-09

SIGNATURE

Bruce W. Dater

DATE

10/20/09 *JD*

Department Administrator

FOR PERSONNEL OFFICE:

Date Form Received	Person Filling Position	From	Date Filled
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SUPT. OF SCHOOLS

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Applications from Minorities are Encouraged
Minorities/Disabled/Female (M/D/F)