



Certified
 Non-Certified

VACANCY NOTICE

POSITION CONTROL NUMBER: _____

J B Young Intermediate School or Department		Assistant Coach - 8 th Grade Football Assignment Open		8/5/2009 Date
3:55 Start Time	5:30 End Time	Number of Hours/Day	Classification	8th Grade Level
9/10/2009 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)

- Has a thorough knowledge of all athletic policy approved by the Davenport Board of Education
- Promote the entire athletic program and adhere to the philosophies and policies of J B Young Intermediate
- Will help select, train and supervise the football team.
- Must work to form a positive professional relationship with players, coaches, parents and fans
- Must possess an enthusiastic attitude and ability to understand intermediate school age boys in an athletic setting
- Develop players to their fullest potential, starting with teaching basic fundamentals of the game of football and progressing to skills beyond what is considered average.
- Responsibilities include supervising players at all practices and contests as well as in the locker room and on the bus.
- Work in cooperation with the Director of Athletics for the Davenport Community Schools and in cooperation with the Activity Director at JB Young
- Monitors, coordinate, and enforce district academic standards and policies.
- Must maintain accurate records. Responsible for maintaining all football equipment.

Physical Requirements of Position: (HBV Yes No)

Able to demonstrate various football positions
Bend and kneel

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

- Must possess a valid Iowa coaching endorsement
- Successful football coaching experience is preferred
- Must be available for evenings and weekends as necessary

Signature: Marianne Corbin
Administrator to Whom Employee is Directly Responsible

Date: 8/5/2009

Final Date for Internal Application:

Signature: [Handwritten Signature]
Department Administrator / Human Resource Signature

Date: Aug 10, 09

8/14/09 4:00 pm

For Personnel Office Use:

Date Form Received	Person Filling Position	From	Date Filled
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