

**Baker School District - 5J**  
**BHS Head Volleyball Coach**  
**NOTICE OF POSITION OPENING: IN/OUT OF DISTRICT**  
**Date Open: February 19, 2020**

**POSITION INFORMATION**

- Baker School District is currently seeking a candidate for the BHS Head Volleyball Coach.
- Potential additional positions open – See <https://www.baker5jcareers.org/current-job-openings>

**QUALIFICATIONS**

- High school diploma or General Education Diploma (GED).
- Prior coaching experience.
- Hold valid CPR/First Aid card, Oregon Driver License, Type 10 & Type 15 Driver License, Coaching Certification through the National Federation of High Schools and/or the American Sport Education Program (high school only), or the ability to obtain these certifications & licenses. Provide and pay for out-of-state driving record if required by the District.
- Complete District approved SafeSchools.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Instructs and demonstrates skill sets and techniques necessary for individual and team achievement.
- Ensures that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
- Inform all members of his/her squad of the athletic handbook which contains coaches' expectations, philosophy, rules, schedules and sportsmanship that pertain to eligibility, training and squad membership.
- Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
- Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
- Travels and supervises student athletes on the team bus both to and from games or practices.
- Supervises students in locker rooms at home and away games/meets and ensures appropriate behavior.
- Schedule a parent meeting at the beginning of each season to review expectations of the program.
- Hold an awards program at completion of each season.
- Follows and maintains knowledge of District policy(ies) and procedures relevant to this position, including adherence to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
- Follows OSAA policies and procedures.
- Insure that all players are treated with respect, and adhere to all district policies related to sports and professionalism.
- Insure that all referees, officials, and/or umpires be treated with respect by all coaches and players.
- Works with the Athletic Director in preparing practice and game/meet schedules.
- Confirms transportation times with Athletic Director.
- Consults with Athletic Director regarding any off-season training programs.
- Meets deadlines in submitting athlete rosters, any changes to student information on the roster, inventories, final season statistics and alphabetical list of award winners to the Athletic Director.
- Maintains a safe environment and facilities for student athletes at all times. Ensures that medical and safety requirements are adhered to.
- Maintains necessary records and completes required paperwork in a specified time and manner.
- Ensures that proper form(s) (insurance, attendance, medical) are obtained and current.
- Completes District injury report for any student injured within 24 hours, even if student athlete does not see physician.
- Appropriately maintains and secures confidential records and inquiries.
- Assigns duties to all assistant coaches and insures a certified coach is present at all practices and games/meets.
- Attends or delegates attendance of Assistant Coach to all league coaches meetings.
- Reports and secures approval from the Athletic Director of all adults associated with their sport.
- Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms and updated inventories are adhered to. Collects all equipment/uniforms at the end of the season.
- Dresses in a professional manner during contests and public functions.

- Coaches may be personally responsible for any fines levied against Baker School District as a result of his/her actions.
- Professionally represents the school and the District in all interactions with students, staff, parents, fellow coaches, officials, community, and the media.
- Maintains appropriate certifications and training hours as required.
- Attends work regularly and is punctual.
- Perform other duties as assigned by the Supervisor.

### **SALARY**

- Commensurate with placement on the 2020-2021 Extra Duty Salary Schedule (\$4,956 - \$6,019 depending on experience).

### **APPLICATION PROCEDURE**

- District Personnel:  
Submit a Letter of Interest and Resume to the Personnel Department at the District Office.
- Out of District:  
Apply at <https://www.baker5jcareers.org/apply-now> and submit a Classified Application, upload a Letter of Interest, a Resume, and two current Letters of Recommendation. If you have any questions, please call Cathy Martin, Personnel Department, at 541-524-2260, Ext 1004, or email at [cathy.martin@bakersd.org](mailto:cathy.martin@bakersd.org).

### **DISTRICT POLICY**

It is the district's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215). OR Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

### **CLOSING DATE**

- March 11, 2020 at 4:00 p.m.