Job Title: **ASST. COACH WOMEN’S T&F Discus and Shot put**
Department: Athletics
Start Date: Immediately
Submit Resume By: As soon as possible
Contact: Dan MacLean 248-646-7717 ext 1049

**Job Description – General Summary**

Instruct and/or lecture in the activity of imparting knowledge as a Head Coach in our school.

**Reporting Relationships**

If a JV or Freshmen Head Coach, report to the Varsity Head Coach or Upper School Athletic Director and Executive Director of Athletics. If a Varsity coach, report to the Upper School Athletic Director and Executive Director of Athletics.

**Essential Duties**

To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The following list in not intended to be a complete or exhaustive recitation of all duties that may be performed.

- Adhere to all rules and policies of the Detroit Country Day School at all times.
- Understand that the school has a contractual obligation to the school’s students and their parents to maintain the school calendar year and to meet each daily obligation in connection with academic instruction, athletic programs, and other extracurricular activities which make up the Detroit Country Day School experience.
- Supply his/her professional services commensurate with the school’s contractual obligations to the school, students and parents.
- Provide services as a coach of the sports activities as directed.
- Understand and become fully familiar with the assigned athletic activity which he/she will coach.
- Use his/her best efforts to learn and employ the best available coaching methodology and techniques.
- Maintain responsibility at all times for the conduct and safety of the students participating in said athletic activities.
- Supervise the students on the playing field, in the gymnasium or athletic arena, in the locker rooms, and during the transportation of students to and from an athletic activity.
- Provide instruction and leadership.
- Assist with tryouts and determining which students become team members.
- Assist with organizing, preparing and conducting individual and team practices, training and competitions.
- Supervise and demonstrate precautionary and safety measures to students when utilizing the weight room, locker room and facilities.
- Assist with managing the daily operations and coordinating all administrative duties of the sports program.
- Communicate with the director and/or executive director of athletics regarding the sports program; scheduling, facilities, travel, equipment, etc.
- Communicate any scheduling changes to the coach, athletic administrative assistant and the director and/or executive director of athletics.
- Coordinate with the athletic equipment manager to ensure adequate equipment and supplies are accessible for practices, training and competition.
- Coordinate with the safety and security department, the nurse and/or athletic trainer to ensure adequate coverage is accessible for sporting competitions and ensures any medical restrictions are enforced.
- Maintain confidentiality of medical information as required under the Health Insurance Portability and Accountability Act.
- Maintain current CPR certification.
- Coordinate media coverage and communication with the director of communication.
- Coordinate with the facilities manager and custodial supervisor to ensure adequate coverage is available for field and facility maintenance and custodial services.
- Adhere to school procurement policies.
- Coordinate with the foods services department for nutritional facilities and needs, if applicable.
- Assist with the evaluation and assessment of team activities and selection of award recipients.
- Assist with the preparation and presentation of awards at any awards ceremonies.
- Display a positive attitude in responding to questions and requests as they are presented.
Job Title: **ASSISTANT COACH**  
Department: Upper School  
Submit Resume By: As soon as possible  
Contact: Dan MacLean  
248-646-7717 ext 1049

**Job Description – General Summary**

Instruct and/or lecture in the activity of imparting knowledge as an Assistant Coach in our school.

**Reporting Relationships**

Report directly to the Head Coach as his/her immediate supervisor and the Directors of Athletics and/or the Executive Director of Athletics.

**Essential Duties**

To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The following list is not intended to be a complete or exhaustive recitation of all duties that may be performed.

- Adhere to all rules and policies of the Detroit Country Day School at all times.
- Understand that the school has a contractual obligation to the school’s students and their parents to maintain the school calendar year and to meet each daily obligation in connection with academic instruction, athletic programs, and other extracurricular activities which make up the Detroit Country Day School experience.
- Supply his/her professional services commensurate with the school’s contractual obligations to the school, students and parents.
- Provide services as a coach of the sports activities as directed.
- Understand and become fully familiar with the assigned athletic activity which he/she will coach.
- Use his/her best efforts to learn and employ the best available coaching methodology and techniques.
- Maintain responsibility at all times for the conduct and safety of the students participating in said athletic activities.
- Supervise the students on the playing field, in the gymnasium or athletic arena, in the locker rooms, and during the transportation of students to and from an athletic activity.
- Provide instruction and leadership.
- Assist with tryouts and determining which students become team members.
- Assist with organizing, preparing and conducting individual and team practices, training and competitions.
- Supervise and demonstrate precautionary and safety measures to students when utilizing the weight room, locker room and facilities.
- Assist with managing the daily operations and coordinating all administrative duties of the sports program.
- Communicate with the director and/or executive director of athletics regarding the sports program; scheduling, facilities, travel, equipment, etc.
- Maintain current CPR certification.
- Coordinate with the facilities manager and custodial supervisor to ensure adequate coverage is available for field and facility maintenance and custodial services.
- Adhere to school procurement policies.
- Coordinate with the food services department for nutritional facilities and needs, if applicable.
- Assist with the evaluation and assessment of team activities and selection of award recipients.
- Assist with the preparation and presentation of awards at any awards ceremonies.
- Display a positive attitude in responding to questions and requests as they are presented.