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## Head Coach Girls Junior Varsity Softball

**Position Summary/Goal:** The Head Coach will facilitate and enhance communication and collaboration between and among the Erie School District and parents, students, and community centers. The Head Coach will promote a positive school culture and foster academic excellence and exemplify good character for the individual athlete. Furthermore, the Erie School District expects the Head Coach to be a positive role model, a mentor to student-athletes, and embrace all concepts of good citizenship.

**Term of Employment:** 12 month position

**Schools/Location:**

- Erie High School

**Reporting Relationships:**

- High School Varsity Head Coach
- Reports to Athletic Director & Building Administrator
- May work on specific projects with program directors or building principals.

**Qualifications:**

- Head coaching experience at the high school or middle school level, minimum of 3 years' experience required.
- Evidence of leading a successful middle school or high school softball program with a winning record and post season coaching experience.
- Ability to transition student athletes to the next competitive level (ability to articulate concrete examples and procedures regarding the transition of student athletes to the next competitive level).
- The ability to design offensive and defensive strategies.
- Evidence of practice plans developed in prior coaching positions.
- Must possess strong interpersonal skills and communication skills.
- Urban student experience a plus.
- Possess a thorough understanding of all PIAA and NFHS rules appropriate to the sport.
- Must hold or obtain FBI, Criminal Check, and Child Abuse Clearances.
- Working knowledge of Erie School District policies, procedures, and organizational structure.
- Knowledge of current trends, tactics, strategies, and skills of the sport.

**Special Requirements:**

- Must complete all Coaching Education requirements of the PIAA and PDE.
- Work Environment: School and office with frequent travel between schools, and various locations within the Erie community. Occasional travel to relevant professional conferences and meetings outside the district.

**Essential Duties and Responsibilities:**

- Must monitor grades and conduct of student athletes.
- Implement the program philosophy created by Varsity Girls Softball Coaches.
- Attend all season practices, games, and tournaments.
- Develop and organize gym schedule with Athletic department for practices and games.

- Create and share practice schedule and phone list for players and parents.
- Create weekly practice plans and forward to High School Girls Varsity coach by Monday morning each week during season.
- Run 2 hour practices 4- 5 days a week (games are exception) & dedicate 1st hour of each practice to skills and player development.
- Maintain and review transportation schedule for away games.
- Instruct players in the rules, regulations, equipment, and techniques of the sport.
- Organize and direct individual and small group practice activities/exercises as directed by the Head Varsity Girls Softball Coach.
- Assess skills of athletes, monitor athletes during competition and practice, and keep the Head Varsity Girls Softball Coach informed of the athletic performance of students.
- Participate in special activities to include parent nights, banquets, award nights, and pep assemblies.
- Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
- Assist in evaluating and choosing middle school team with coaches in the program.
- Organize events that crossover with Varsity program (i.e. team night at home varsity game).
- Organize and run junior varsity fundraisers for season tournaments, off-season leagues and team gear, etc.
- Host parent meeting before the first game.
- Maintain positive communication with athletes, families, community members, and district administration.
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- Collect and inventory equipment and uniforms.

**Professionalism:**

- Must possess the ability to be a team player.
- Must be cooperative, courteous, service oriented, and promote these characteristics with the team.
- Represent Erie’s Public Schools with the highest level of ethical behavior and professional standards.

**Off-Season**

- Attend and work program fundraisers.
- Attend off-season area team camps and possible fall leagues.
- Organize off-season open gym/weight room sessions, practice plans, and instruction.

**Other Duties**

- Attend staff meetings, clinics and other professional activities to improve coaching performance.
- Perform any other related duties as assigned by the Head Softball Coach, Athletic Director & Principal or other appropriate administrator.

**Evaluation:** High School Girls Varsity Head Coach, High School Girls Junior Varsity Head Coach, and Athletic Director

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

**INTERESTED APPLICANTS FOR THIS POSITION SHOULD SUBMIT A RESUME at:**

<https://www.applitrack.com/ErieCityPA/onlineapp/default.aspx?Category=Athletics%2fActivities>

<b>POST:</b>	<b>8:00 AM</b>	<b>January 12, 2024</b>
<b>REMOVE:</b>	<b>3:30 PM</b>	<b>January 26, 2024</b>

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