



# CARMAN-AINSWORTH COMMUNITY SCHOOLS

G-3475 W. Court Street • Flint, Michigan 48532 • Phone: (810) 591-3700 • Fax: (810) 591-3323

## **Vacancy Notice**

The following positions are available, employees in the Education Association bargaining unit shall be considered before people who are not in the unit. For full consideration, all interested and qualified candidates should apply to **Austin Brinkman – Athletic Director**, no later than 4 p.m. on Monday, June 15, 2026, via *e-mail* [abrinkman@carmanainsworth.org](mailto:abrinkman@carmanainsworth.org)

**VARSITY SOFTBALL COACH**  
**VARSITY ASSISTANT SOFTBALL COACH**  
**M.S. WRESTLING COACH**  
**M.S. ASSISTANT WRESTLING COACH**

### **REPORTS TO**

Director of Athletics

### **SUPERVISES**

N/A

### **JOB PURPOSE AND FOCUS**

To organize, coordinate and promote a comprehensive athletic program in the assigned sport that is designed to meet the needs and interests of the school community. To provide effective leadership that will ensure a positive learning environment and will stress the importance of academic achievement. To demonstrate a high degree of ethics, professionalism, human relations and be a positive role model for all students.

### **ESSENTIAL QUALIFICATIONS AND REQUIREMENTS**

- High School Diploma or equivalent
- Patience, reliability, problem solving ability, as well as diplomacy and negotiation skills
- Willingness to accommodate a flexible work schedule
- Excellent oral and written communication skills and the ability to interact professionally with a wide variety of individuals
- Knowledge of the assigned sport
- Previous coaching experience in the assigned sport preferred
- Exceptional leadership abilities
- Excellent communication, organizational and administrative skills
- Ability to work with and support athletes of all ability levels within assigned sport
- Such alternatives to the above qualifications as the administrator may deem appropriate

### **ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES**

- Plan, organize, and implement the teaching of fundamentals, strategies, rules, and proper conditioning in the assigned sport
- Enforce all rules of league and state associations as they pertain to the respective sport

- Cooperate with the administration, athletic director, fellow coaches and students to promote the best interests of the entire athletic program
- Condition athletes appropriately for activities requiring endurance, strength and agility
- Provide for the safety of participants by inspecting facilities and equipment and being aware of environmental conditions
- Ensure that adequate supervision is provided for all students involved in the program including locker rooms and buses
- Teach sportsmanship, cooperation, work ethic and responsibility to one's team
- Enforce discipline and sportsmanlike behavior at all times; establish and oversee penalties for breach of such standards
- Assume responsibility for conduct of contestants in sport involved
- Monitor athletes' school attendance, grades and personal conduct
- Instruct participants in safety procedures and in the need to report injuries to the coach and/or trainer immediately; implement appropriate procedures for handling injury situations; ensure the availability of a properly supplied first aid kit and emergency care cards at all times
- Manage uniforms, equipment and school facilities in a responsible manner
- Recommend purchase of equipment, supplies, and uniforms, as appropriate
- Collect, inventory, and store equipment consistent with department guidelines
- Communicate to all participants the policies of the team, local school, and School Board relating to school sponsored activities
- Be responsible for public relations and publicity for the assigned athletic program
- Establish procedures for communicating with parents/guardians
- Compile and maintain accurate individual and team performance records
- Participate in awards program(s) according to school procedure
- Head coaches: Have meetings with assistant coaches to coordinate coaching methods at different levels; assign duties to all assistant coaches; assist the athletic director in evaluating the performance of assistant coaches in grades 7 - 12
- Perform other duties as assigned

#### **TERMS OF EMPLOYMENT**

Wages and benefits as outlined in the Collective Bargaining Agreement with The Board of Education.

#### **WORK ENVIRONMENT**

Must be able to work within various degrees of noise, temperature, and air quality. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. Must be able to work under stressful conditions.

#### **EVALUATION/PERFORMANCE MEASUREMENTS**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy. Criteria for performance include but are not limited to:

Attendance record

Human interactions

Participation in specific training or workshop opportunities

Demonstration of interpersonal, time, conflict, and stress management skills

Production and efficiency related to job duties

**INTENT AND FUNCTION OF POSITION DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions.

All descriptions reflect essential functions and basic duties. Peripheral tasks have been excluded. Requirements, skills, and abilities are the minimal standards required to successfully perform the positions. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as appropriate, in keeping with collective bargaining agreements and law.

*Carman-Ainsworth Community Schools does not discriminate on the bases of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.*

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**Vacancy Form**

Date \_\_\_\_\_

I am applying for \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Current Position/Building \_\_\_\_\_ Bargaining Unit\* \_\_\_\_\_

Experience: \_\_\_\_\_

\*Candidates may wish to attach a current resume.

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