



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis in the State of Indiana, Marion County. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment.

Varsity Track and Field Coach Job Description

The Varsity Track and Field Coach reports directly to the Athletic Director and/or Principal and has the primary responsibility for administering all levels of the Track and Field program. The successful candidate will be required to follow the procedures of the high school's athletic program as well as those of the Metropolitan School District of Washington Township, the IHSA and the National Federation.

QUALIFICATIONS:

- A secondary education teaching license for the state of Indiana is preferred
- A minimum of **three** years of Track and Field head coaching experience at the high school varsity level or collegiate coaching level. Recent experience (within the last five years) highly preferred, but not required.
- A verifiable record of having been part of a winning tradition
- A proven verifiable record of positive staff, student and administrative support and relationships.
- A proven verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, positive attitudes and character.
- A demonstrated ability to teach, enforce, advocate and model appropriate behavior, character traits and educational values to student-athletes.
- A demonstrated ability to teach, organize and evaluate assistants
- A demonstrated ability to serve as a positive role model for student athletes and a commitment to holding all students associated with the program to the same standards.
- A demonstrated ability to work with parent groups, administrators, staff and students.
- A demonstrated ability to organize and maintain positive communication with the community.
- A demonstrated ability to successfully promote athletes who qualify under NCAA Clearinghouse standards for post-secondary scholarship opportunities.
- Ability and commitment to follow the Indiana High School Athletic Association Code of Conduct.
- Possess and maintain appropriate certification and/or authorization for coaching.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Has full responsibility for the overall supervision and development of the Track and Field program, including the varsity, junior varsity, freshman, three middle school programs.
- In charge of assignments and duties of the assistant coaches as all lower levels under the head coach's supervision.
- In coordination with the Athletic Director, plan and implement the scheduling of team activities, tryouts, practices, game plans and summer activities.
- Teaches athletes to perform sound, safe fundamental techniques of the designated sport throughout the season.
- Monitors student attendance and academic performance.
- Responsible for completing and submitting requests for transportation in a timely manner.
- Fosters training in conduct, ethics and sportsmanship for all participants and coaches.
- Responsible for the safety and security of the team before, during, and after events and traveling to and from events.
- Verifies with the Athletic Director each team member meets all participant's requirements before allowing him/her to tryout or practice.
- Responsible for distribution, collection, and general upkeep of all uniforms and equipment and providing an end of the season inventory.
- Works with the Athletic Director and the Principal to maintain communication and to solve problems at the school level while supporting the philosophies of MSDWT.
- Submits an annual written report evaluating the program and coaches, with recommendations for improvements, annually to the Athletic Director on all levels of the Township Track and Field program.
- Coordinates with the Athletic Director on purchasing equipment, supplies, and uniforms, as needed.
- Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times athletes are present.
- Reports any unsafe conditions to the facilities administrator and completes work orders in a timely manner to correct safety hazards.
- Promotes the Track and Field program by prompt, accurate reporting of scores to the local media while maintaining a positive relationship with the local media.
- Collaborates with all of the coaches in providing the optimum sports program possible.
- Promotes the preseason parent orientation meeting for all levels to review eligibility, athletic code, team rules, and risk factors for all athletes.
- Is responsible when the budget is allocated for purchasing equipment, supplies, and uniforms, as needed.
- Communicates weekly with the middle school athletic directors regarding all aspects for the middle school Track and Field programs including weight training, academics, and team development.
- Any other duties as assigned by the Athletic Director and/or Principal
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PHYSICAL REQUIREMENTS

1. Seldom = Less than 25% 2. Occasional = 26 to 50% 3. Often = 51 to 75% 4. Very Frequent = 76% & above

Ability to stand for extended periods of time (3)

Ability to carry 25 pounds (4)

Ability to work at a desk, conference table or in meetings of various configurations (4)

Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (4)

Ability to hear and understand speech at normal levels (4)

Ability to communicate so others will be able to clearly understand a normal conversation (4)

Ability to operate office equipment (4)

Ability to reach in all directions (4)

Amount of force to push / pull up to 15 pounds (4), 25-30 pounds (4), and 50 or more (3)

Amount to lift 25–30 pounds (4) and 50 or more pounds (3)
Climbing (1)
Overhead work (2)

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

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