NOVI COMMUNITY SCHOOL DISTRICT

Talent Management & Development Department

NOTICE OF VACANCY

JOB ID: 18830

POSITION: Softball Head Coach	**LOCATION: Novi Middle School**
SCHEDULE: April - Early June 2027	**SALARY: Per the NEA Agreement, Schedule B**
POSTING DATE: October 28, 2026	**DEADLINE: Until Filled**

JOB DESCRIPTION

- Directly responsible for all matters relative to program including, but not limited to, player personnel, practice sessions, care and maintenance of equipment and supervision of players during practice, games, travel and other team functions
- Be knowledgeable of and consistently enforce school, District, League and state association (MHSAA) rules and policies
- Effectively communicate with players, officials, fellow coaches, parents, administrators and community members
- Ensure that the safety and welfare of the athletes is a top priority in the organization and implementation of practice and game situations
- Be responsive to instructions and directions of the district Athletic Director and other appropriate school administrators
- Present a professional image and provide a positive role model in terms of personal habits, language and conduct
- Responsible for press releases and public relations as needed

QUALIFICATIONS

- Coaching experience commensurate to the level
- Maintain or are willing to complete Red Cross CPR, First Aid, and AED certification

RESPONSIBILITIES & DUTIES

- Must have documented evidence of organizational skills, knowledge, experience, preparation and aptitudes in the above sport commensurate with the level of the position
- Must have demonstrated ability to work with and motivate young people and adults
- Must be available during the time requirements of the position

APPLICATION:
For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at** https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160 by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

INTERNAL CANDIDATES:
You still need to complete an online internal application through the OHRC website at https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity) , age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25425 Taft Rd., Novi, Michigan 48374. Rev. 09-23-26