

ALGONAC COMMUNITY SCHOOLS  
ALGONAC, MI 48001  
NOTICE OF VACANCY

**Athletics**  
2018-2019  
**Assistant Boys Track Coach**

**Responsibilities:**

- Minimum of high school diploma or equivalent.
- Maintain a complete inventory of District-owned equipment and uniforms, holds athletes responsible for care and return of said equipment.
- Keep accurate records of all injuries. Complete required paperwork, including filing of medical reports with the AD.
- Proper supervision of all your student athletes prior to, during and following practice and games, enforcing the highest standards of conduct among players and coaches.
- As a representative of Algonac Community School athletics, maintain the high standards expected in all forums and situations
- Plans and conducts regularly scheduled practice sessions during the sport season beginning of the first allowable turnout date, emphasizing fundamental skills, safety, team play and strategy and sport rules.
- Be familiar with and adhere to the up-to-date rules and regulations for your sport as set forth in the current handbook established by the MHSAA and the Algonac Community School District Guidelines.
- Keep an update team and individual records and accomplishments for athletic awards.

**Qualifications:**

- Adequate background and/or experience in Track and Field with knowledge in sprints and jumps.
- Ability to teach fundamental skills and team concepts of Track and Field.
- Ability to maintain rapport with students, parents, teachers and administration in a positive and professional manner.

Interested and qualified candidates are to apply in writing by submitting a letter of application to:

Mr. Alan Latosz, Superintendent  
Algonac Community Schools  
Administration Office  
5200 Taft Road  
Algonac, Michigan 48001  
810-794-9364

*An Equal Opportunity Employer*  
Auxiliary aids and services are available upon request to individuals with disabilities.

Michigan Relay Center 1-800-649-3777 (Voice and TDD)