

Please Post  
April 17, 2024

HAMILTON SCHOOL BOARD  
Notice of Instructional Position Opening  
(Supplemental)

April 17, 2024  
Date

**POSITION** Hamilton County High School Supplemental Athletic positions for the  
following: **SEE ATTACHED LIST**

**PREFERRED CERTIFICATION and QUALIFICATIONS** Priority will be given to anyone  
with experience in area and a current full-time employee of the Hamilton County High  
School. Must have valid teaching certificate or valid athletic coaching certificate

**EFFECTIVE DATE OF VACANCY and/or POSITION OPENING** 2024-25 School Year

**DIRECTION FOR FILING APPLICATION** File Application with Julia Cooper,  
Administrative Assistant for Personnel, 5686 US Hwy 129S, Suite 1, Jasper, FL 32052,  
(386) 792-7816.

**DEADLINE FOR FILING APPLICATION** April 26, 2024

**INTERVIEW INFORMATION** Qualified applicants will be contacted if an interview is  
necessary.

  
Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton  
County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening  
and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify  
the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

Hamilton County School District does not discriminate on the basis of race, color, national origin, gender, age,  
disability or marital status in its educational programs, services, or activities, or in its hiring or employment  
practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth  
groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for  
additional information regarding discrimination or harassment may be sent to:

Name/Title: Patrick Howell, Equity Coordinator  
Office Address: 5686 US Highway 129 S, Suite 1, Jasper, FL 32052  
Phone Number (Voice/TDD): (386)792-7805  
E-mail address: [patrick.howell@hamiltonfl.com](mailto:patrick.howell@hamiltonfl.com)

HAMILTON COUNTY SCHOOL BOARD  
Supplemental Work Compensation Schedule (after school hours)  
SY 2024-25

\* Coaches required to conduct spring practice will have three hundred (\$300) of supplement held back until spring practice is over.

<b>Positions: Athletics</b>	<b>School</b>	<b>Number of Positions</b>
Volleyball: Head Coach	High	1
Cross Country Coach – Boys	High	1
Cross Country Coach – Girls	High	1

# **HEAD VARSITY COACH JOB DESCRIPTION**

## **BRIEF DESCRIPTION OF POSITION:**

- The Head Varsity Coach works under the direct supervision of the Athletic Director and the general supervision of the Site Principal and/or Assistant Principal. The Coach is hired and expected to provide the necessary leadership and to plan, organize, and be responsible for a comprehensive interscholastic athletic program, and to carry out the objectives of the total school athletic program. The Coach is also responsible for the Junior Varsity and Middle School level programs if they exist. It is preferred that varsity level coaches are expected to have experience in playing or coaching the sport at the collegiate or high school level. The Coach is expected to be a positive role model. The Coach is expected to maintain effective communication with athletes, school administration, staff, students, parents and the community.

## **SUPERVISION RECEIVED AND EXERCISED:**

- Receives direct supervision from the Athletic Director, and/or the Principal/Assistant Principals.
- Exercises direct supervision over assigned assistant coaches and student assistants.

## **ESSENTIAL OR REQUIRED QUALIFICATIONS:**

- Demonstrate proper sportsmanship and respect for players, officials, opponents, fans, and other coaches.
- Maintain good public relations with media, boosters, parents, officials, players, fans, etc.
- Establish and maintain cooperative working relationships with students, parents, staff, and school administration.
- Serve as a positive role model for students, coaching staff, and the community.
- Demonstrate knowledge of and ability to implement effective coaching theory, strategies, and techniques appropriate for high school athletes.

- Ability to motivate student athletes to participate and sustain their interests in the program.
- Work effectively with student athletes of varying abilities, socio-economic, and cultural backgrounds to instill commitment, discipline, and teamwork.
- High School and/or Collegiate level playing experience in this sport is preferred.
- Ability to supervise, organize, and motivate a coaching staff at all levels.
- Assume responsibility for inventory, selection and care of equipment.
- Assume responsibility for proper care of the school facilities.
- Responsible for the supervision of all students under their care.
- Report injuries to administration in a timely manner.
- Build and sustain a successful program that is widely supported and respected by the Hamilton County School District and community at large.
- Adhere to Varsity Head Coach job functions as listed in the School Athletics Coaches Handbook.
- Availability to coach during summers and vacation periods.

#### **OTHER JOB DUTIES:**

- Inform parents and student/athletes regarding NCAA clearing house registration deadlines and academic requirements, etc.
- Encourage athletes to take PSAT, SAT, and ACT in order to prepare for college.
- Assist the Athletic Director in developing game schedules, practice schedules, facilities use, transportation needs, and the program budget.
- Requisition supplies, materials, and equipment as needed.
- Provide game results to the media; keep season and game-by-game statistics and records; provide statistical reports to Max Preps.
- Provide statistical information, video, etc. to college recruiters upon request.
- Submit upon request varsity letters and present at awards banquet.
- Stay abreast of students' academic eligibility and work with teachers and administration to help keep students eligible.
- Adhere to HCHS Ethical Guidelines for Coaches, Code of Ethical Conduct, and the school district's code of conduct for all students.

- Adhere to HCHS Coaches Handbook.
- Assist the Athletic Director in selecting assistant coaches.
- Apply discipline in a positive, firm and consistent manner according to District policy.
- Other duties as assigned by the Principal or Athletic Director.

#### **OTHER QUALIFICATIONS:**

- Experience: High School and/or College coaching/playing experience preferred.
- Certification: CPR/First Aid Certification/Concussion/Heat Illness Injury and Prevention are required and NFHS Required courses per FHSAA
- Clearance: Criminal Justice Fingerprint Clearance; tuberculosis clearance is required.
- References: Must have at least three positive references from previous coaching experiences and positive letter(s) of recommendation from Athletic Director and administration.

#### **PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This work involves standing for long periods of time and may involve walking or standing for extended periods of time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate sports related equipment, and handles and works with various materials/objects.
- Able to work in a wide variety of temperatures and weather conditions including extreme temperature conditions outdoors.