



## SUPPLEMENTAL JOB POSTING

**TO:** All Staff  
**FROM:** Cody Cramer, Athletic Director  
**DATE:** January 9, 2024  
**RE:** Supplemental Contract 2024-25 School Year

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**POSTING PERIOD:** January 9, 2024 - January 16, 2024 or until filled

**APPLICATION DEADLINE:** January 16, 2024 - 3:00 pm  
Cody Cramer, Athletic Director  
Bellevue High School  
200 Oakland Avenue  
Bellevue, OH 44811  
cody.cramer@bellevueschools.org

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### ATHLETIC SUPPLEMENTAL CONTRACT

Girls Golf Head Coach

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**ADDITIONAL QUALIFICATIONS/INFORMATION:**

- \* Bellevue City School District Board Policy
  - \* BEA Agreement
  - \* Ohio Department of Education regulations
  - \* Other items inherent to the position
- Vacancy shall be filled as determined by the Superintendent's judgment of applicant's qualification.
- The Board reserves the right to determine whether or not to fill the vacancy
- All assignments will be made by the Superintendent pursuant to O.R.C. 3319.01
- No applicant will be considered without the following items submitted in writing:
    - a. Written letter of application specifying why position is desired
    - b. Other information pertinent to job vacancy
    - c. First consideration will be given to current certified staff

*The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, gender, disability or age in its educational programs, activities, and employment practices.*

cc: All District

**BELLEVUE CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** HEAD COACH

**File 403**

**Reports to:** Athletic Director

**Job Objective:** Coaches assigned student athletic activity.

**Minimum Qualifications:**

- Sport specific coaching skills substantiated by training/work experience.
  - Holds or is qualified to obtain a Pupil Activity Supervisor Permit.
  - Available to work irregular hours and/or a non-traditional schedule.
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Demonstrates knowledge of current interscholastic athletic program regulations.
  - Demonstrates leadership skills in developing/managing people.
  - Demonstrates the ability to use technology equipment/systems associated with job functions.
  - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
  - Exhibits consistent, impartial and resourceful problem-solving skills.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Meets mandated health screening requirements following a conditional offer of employment.
- Position may require an Ohio School Van Driver Certificate as a condition of employment.

*NOTE:* Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.). Position requires successful completion of blood-borne pathogen/communicable disease, ODE coaching class, CPR/First Aid training as a condition of employment.

**Essential Functions:**

**1. Instructs athletes in physical conditioning, tactics and sportsmanship. Provides direction, support and accountability to help students benefit from program participation.**

- Reviews procedures/schedules before the start of the season.
- Communicates program objectives/performance expectations to stakeholders.
- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Confirms equipment is appropriate for participants' physical development and skill level.
- Assists with participant uniforms (e.g. ordering, distribution, collection, refurbishing, etc.).
- Keeps track of school equipment assigned to students.
- Plans/directs program activities. Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).Keeps administrators informed about emerging issues.
- Trains assistant coaches in procedures to accomplish duties effectively. Assumes responsibility for the results of duties delegated to assigned staff.
- Qualifies students for participation. Confirms medical/scholastic eligibility.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Verifies all required medical authorizations forms are on file and readily available. Teaches safety measures to prevent injuries. Documents all injuries that require treatment.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Ensures all athletes receive appropriate instruction, support and opportunities to participate.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.
- Recruits, trains and supervises student managers, trainers and scouts.
- Helps the athletic director secure personnel for home games when requested.
- Promotes fair play. Demonstrates respect for rules, officials, visiting teams, and the public.
- Facilitates participation in board-approved local, regional and/or national competitions.
- Arranges transportation and accompanies participants to/from sanctioned athletic activities.
- Promotes respect for program participants. Plans/attends recognition events. Verifies participants have fulfilled all requirements for letters, awards and/or participation certificates.
- Ensures that program activities are self-sustaining except when authorized by the administration.
- Attends financial in-service training to keep current with accounting procedures as directed.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.

**2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.

**3. Maintains open/effective communications. Serves as an information resource.**

- Actively participates in staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.
- Works with staff to ensure that shared resources/facilities are used effectively.

**4. Pursues opportunities to enhance professional performance.**

- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Helps manage/eliminate risks.**

- Provides appropriate supervision. Implements effective pupil management procedures.
- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem.

Follows district protocol and state law when inappropriate behavior is encountered.

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

**Revised:** March, 2012

