

Vacancy Posting

Position(s): Middle School Girls Basketball Coach
Responsible To: Frank Marietta, Director of Athletics
Posting Period: Internal: Until/External filled

SUMMARY:

To assume all duties of a head coach of 8th grade athletes to help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coach's individual participants in the skills necessary for excellent achievement in the sport involved.
- Plans and schedules a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains accurate statistics, records and results of the season.
- Enforces discipline and sportsmanlike behavior at all times and establishes/oversees penalties for breach of such standards by individual students.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques and general information about all aspects of the sport.
- Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Works closely with the athletics director in scheduling athletic contests and scrimmages.
- Recommends purchase of equipment, supplies and uniforms.
- Maintains necessary attendance forms, medical records and similar paperwork.
- Accounts for all equipment.
- Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.
- Conducts a parent meeting prior to the start of each season.
- Other duties as assigned by the Superintendent or his/her designee.

SUPERVISORY RESPONSIBILITIES:

Supervises students of a particular program.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

EDUCATION and /or EXPERIENCE:

Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory preferred. Experience in physical education, coaching, first aid, CPR and sports medicine.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with student, staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job. The employee occasionally will be required to lift and/or push up to 50 lbs.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where sound is coming from. The employee must be able to communicate to the team in order to give directions.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

THE INFORMATION CONTAINED IN THIS JOB DESCRIPTION IS FOR COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (A.D.A.) AND IS NOT AN EXHAUSTIVE LIST OF THE DUTIES PERFORMED FOR THIS POSITION. ADDITIONAL DUTIES ARE PERFORMED BY THE INDIVIDUALS CURRENTLY HOLDING THIS POSITION AND ADDITIONAL DUTIES MAY BE ASSIGNED.

Salary

Based on Master Teachers Agreement – Schedule C.

Interested persons should submit a letter of application and resume with references to: Mr. Frank Marietta, Director of Athletics, Fennville Public Schools, 4 Memorial Drive, Fennville, MI 49408.

Posted: October 3, 2017



FENNVILLE PUBLIC SCHOOLS

Educational Excellence, Community Atmosphere, Global Perspective

5 Memorial Drive, Fennville, MI 49408

269.561.7331

Job Posting

POSITION: FIRST Robotics Team 5173 Coach

POSTING PERIOD: September 12, 2017 until filled

QUALIFICATIONS:

1. Interest in promoting science, technology, engineering and math for high school students.
2. Exceptional human relations skills, including the ability to relate and work well with students, staff, parents, and community;
3. Strong professional and organizational abilities and qualities;
4. Demonstrated positive work history.

REPORTS TO: Kelly Eckhardt, Fennville High School Principal

PERFORMANCE RESPONSIBILITIES:

1. Recruit team members and volunteer mentors for the 2017-2018 season. Manage the team roster and insure that all required forms are completed.
2. Schedule and facilitate team meetings according to FIRST standards for safety and gracious professionalism.
3. Establish a team budget and keep accurate records of income and expenses.
4. Coordinate fund drives and seek business sponsorships.
5. Work with students, coaches, parents, and community members as a key resource, communicator, representative, and point of contact for FRC Team 5173.
6. Make necessary arrangements for travel to competition events.

Interested persons should submit a letter of application and resume with the contact information for three references to:

Kelly Eckhardt, High School Principal
4 Memorial Drive
Fennville, MI 49408
keckhardt@fennville.org

The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.

Posted: September 12, 2017

Vacancy Posting

Position(s): Middle School 7th Grade Boys Basketball Coach

Responsible To: Frank Marietta, Director of Athletics

Posting Period: Internal: Until/External filled

SUMMARY:

To assume all duties of a head coach of 8th grade athletes to help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coach's individual participants in the skills necessary for excellent achievement in the sport involved.
- Plans and schedules a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains accurate statistics, records and results of the season.
- Enforces discipline and sportsmanlike behavior at all times and establishes/oversees penalties for breach of such standards by individual students.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques and general information about all aspects of the sport.
- Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Works closely with the athletics director in scheduling athletic contests and scrimmages.
- Recommends purchase of equipment, supplies and uniforms.
- Maintains necessary attendance forms, medical records and similar paperwork.
- Accounts for all equipment.
- Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.
- Conducts a parent meeting prior to the start of each season.
- Other duties as assigned by the Superintendent or his/her designee.

SUPERVISORY RESPONSIBILITIES:

Supervises students of a particular program.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

EDUCATION and /or EXPERIENCE:

Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory preferred. Experience in physical education, coaching, first aid, CPR and sports medicine.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with student, staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job. The employee occasionally will be required to lift and/or push up to 50 lbs.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where sound is coming from. The employee must be able to communicate to the team in order to give directions.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

THE INFORMATION CONTAINED IN THIS JOB DESCRIPTION IS FOR COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (A.D.A.) AND IS NOT AN EXHAUSTIVE LIST OF THE DUTIES PERFORMED FOR THIS POSITION. ADDITIONAL DUTIES ARE PERFORMED BY THE INDIVIDUALS CURRENTLY HOLDING THIS POSITION AND ADDITIONAL DUTIES MAY BE ASSIGNED.

Salary

Based on Master Teachers Agreement – Schedule C.

Interested persons should submit a letter of application and resume with references to: Mr. Frank Marietta, Director of Athletics, Fennville Public Schools, 4 Memorial Drive, Fennville, MI 49408.

Posted: October 3, 2017

Vacancy Posting

Position(s): Middle School 8th Grade Boys Basketball Coach

Responsible To: Frank Marietta, Director of Athletics

Posting Period: Internal: Until/External filled

SUMMARY:

To assume all duties of a head coach of 8th grade athletes to help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coach's individual participants in the skills necessary for excellent achievement in the sport involved.
- Plans and schedules a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains accurate statistics, records and results of the season.
- Enforces discipline and sportsmanlike behavior at all times and establishes/oversees penalties for breach of such standards by individual students.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques and general information about all aspects of the sport.
- Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Works closely with the athletics director in scheduling athletic contests and scrimmages.
- Recommends purchase of equipment, supplies and uniforms.
- Maintains necessary attendance forms, medical records and similar paperwork.
- Accounts for all equipment.
- Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.
- Conducts a parent meeting prior to the start of each season.
- Other duties as assigned by the Superintendent or his/her designee.

SUPERVISORY RESPONSIBILITIES:

Supervises students of a particular program.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

EDUCATION and /or EXPERIENCE:

Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory preferred. Experience in physical education, coaching, first aid, CPR and sports medicine.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with student, staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software.

***PHYSICAL DEMANDS:** The physical demands described her are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job. The employee occasionally will be required to lift and/or push up to 50 lbs.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where sound is coming from. The employee must be able to communicate to the team in order to give directions.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions o this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

THE INFORMATION CONTAINED IN THIS JOB DESCRIPTION IS FOR COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (A.D.A.) AND IS NOT AN EXHAUSTIVE LIST OF THE DUTIES PERFORMED FOR THIS POSITION. ADDITIONAL DUTIES ARE PERFORMED BY THE INDIVIDUALS CURRENTLY HOLDING THIS POSITION AND ADDITIONAL DUTIES MAY BE ASSIGNED.

Salary

Based on Master Teachers Agreement – Schedule C.

Interested persons should submit a letter of application and resume with references to: Mr. Frank Marietta, Director of Athletics, Fennville Public Schools, 4 Memorial Drive, Fennville, MI 49408.

Posted: October 3, 2017



FENNVILLE PUBLIC SCHOOLS

Educational Excellence, Community Atmosphere, Global Perspective

5 Memorial Drive, Fennville, MI 49408

269.561.7331

Job Posting

POSITION: Special Education Professional Assistant

POSTING PERIOD: November 1, 2017

QUALIFICATIONS:

1. Experience/training in secretarial/administrative assistant role; associate degree in office occupations preferred;
2. Exceptional human relations skills, including the ability to relate and work well with students, staff, parents, and community;
3. Strong professional and organizational abilities and qualities;
4. Effective written and verbal communication skills;
5. Must meet highly-qualified requirements for paraprofessionals;
6. Bilingual (English/Spanish) preferred.

REPORTS TO: Director of Special Education

PERFORMANCE RESPONSIBILITIES:

1. Supports and facilitates all areas of work of the Special Education Department.
2. Represents the Special Education Department in interactions with parents, community, staff and students in a professional manner.
3. Supports special education students in the classroom as needed or assigned.
4. Communicates with various individuals, groups, and entities on behalf of the Special Education Department, including through the use of multiple means of electronic communications.
5. Maintains and secures confidential records and inquiries.
6. Maintains the IEP records and assists teaching staff with meeting deadlines.
7. Manages special education data in software databases.
8. Provides translation for IEP meetings, as appropriate.
9. Performs general office duties including answering phones, greeting the public, typing, filing, and handling mail as well as operating various types of office machines.
10. Works as part of the collaborative Central Office team.
11. Performs other duties as assigned.

Interested persons should submit a letter of application and resumé, including the contact information for three references to:

Lori Chapman, Director of Special Education
5 Memorial Drive
Fennville, MI 49408

Or by email to: lchapman@alleganaesa.org

The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.

Posted: November 7, 2017