

INTERNAL/EXTERNAL POSTING

POSTING DATE: October 29, 2025
POSITION: **VARSITY HEAD SOFTBALL COACH**
REPORTS TO: Building Principal and Athletic Director
SALARY: Appropriate placement on Clawson Education Association's Schedule B-1

Job Goal

To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to succeed individually and as a team, while reinforcing the Student-Athlete Code of Conduct

Minimum Qualifications

- Teaching certification and experience preferred
- Physical Education majors or minors preferred
- MHSAA CAP, First-Aid, and CPR certification, and sports medicine training preferred [Swimming Coaches – WSI Certification required]
- Coaching experience – varsity experience preferred
- Must have substantial knowledge of the technical aspects of the sport while continuing to examine new theories and procedures pertinent to this field
- Ability to organize and supervise a total sports program (head coach)
- Promotes academics as the major priority
- Communicates in a positive manner with athletes, coaching staff, parents, administrators, and community
- Shows competency in theory and techniques of coaching
- Is punctual and has good attendance

Job Responsibilities

On-field Coaching

- Teaches players fundamental and advanced softball skills, such as hitting, fielding, and pitching
- Performs or demonstrates the skills required to play softball, such as throwing, hitting, catching, and running, to teach players proper form
- Conducts practice drills involving physical activity like pitching batting practice and fielding ground balls, requiring coach to be active for several hours at a time
- Develops game plans, analyzes opposing teams' weaknesses, and makes in-game decisions about lineups and substitutions
- Creates structured and effective practice sessions to improve individual and team performance
- Directs, encourages, and motivates athletes to perform their best

Off-field Responsibilities

- Schedules games, manages the team's budget, handles equipment, and ensures players meet academic and eligibility requirements
- Works with players on their character development, mental preparation, and overall well-being, including academic progress
- Acts as a liaison between players, parents, school administration, and the community

- Ensures the safety of players by following safety protocols, such as those related to concussions and heat safety, and having appropriate certifications (e.g., CPR)
- Focuses on building team chemistry and a positive culture that encourages players to work together on and off the field.

Key Physical Functions

- Must be able to stand and walk for long periods, and regularly run to coach players on the field
- Needs to physically demonstrate motions such as throwing, swinging, and catching to teach proper technique
- Must be able to lift and move storage equipment, such as batting cages, ball buckets, and equipment bags that can involve lifting up to 40 pounds or more
- Requires the use of hands to demonstrate motions and handle equipment, including the ability to use a keyboard and other office equipment
- Ability to stoop, kneel, crouch, or crawl to provide instruction on the ground or inspect the playing field
- Requires specific vision abilities, including close and distance vision and the ability to adjust focus, to observe players' performance and manage the game
- Must be able to withstand exposure to a variety of weather conditions, including heat, cold, and rain
- Must be constantly alert and visually monitor athletes during practices and games to ensure their safety and prevent injuries

This staff member will be employed by a third-party administrator.

Application Procedure – INTERNAL:

An internal candidate is considered to be an employee covered under the **Teacher** bargaining contract. Please submit a letter of interest to Melanie.Post@clawsonschools.org by November 5, 2025, 4:00 p.m.

Application Procedure – EXTERNAL:

Clawson is a member of the **Oakland Human Resources Consortium**. Please apply via <https://www.oakland.k12.mi.us/careers>

Please **DO NOT** mail, email, fax, or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

EXTERNAL DEADLINE: Until filled

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs services, activities, or employment practices.

Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.