

INTERNAL/EXTERNAL POSTING

POSTING DATE: December 16, 2025
POSITION: **MIDDLE SCHOOL TRACK 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

- Designs and runs effective, age-appropriate practices, teaches proper running/jumping/throwing techniques, and develops training plans
- Improves physical fitness, technical skills, and strategic understanding, while identifying individual needs for improvement
- Implements warm-ups/cool-downs, monitors for injuries, provides proper conditioning, and ensures safe equipment/facilities
- Instills values like teamwork, respect, fair play, and ethics, serving as a positive role model
- Oversees equipment, manages rosters, handles paperwork (physicals, consent forms), and coordinates with school officials
- Maintains open lines with students, parents, teachers, and the athletic director
- Monitors eligibility and encourages academic success, potentially working with teachers/counselors

Job Duties

- Leads practices and meets, supervising athletes at all times (before, during, after)
- Ensures athletes follow training rules and school guidelines
- Maintains a positive, fun, and encouraging environment, allowing for success for all
- Keeps detailed records and reports results/issues to the Athletic Director

Key Physical Functions

- Frequently walking and standing during practices and meets
- Bending, twisting, squatting, reaching, and occasionally running to demonstrate drills
- Ability to lift up to 50 pounds (e.g., equipment, boxes)
- Close vision for reading materials and adjusting focus
- Demonstrating enthusiasm and physical presence for the sport

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 December 23, 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.