



PLEASE GIVE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

**POSITION:** **Girls Tennis – Assistant Coach  
Salem High School**

**MINIMUM QUALIFICATIONS:**

1. High school graduate or equivalent
2. Applicants must have experience in high school level coaching or playing at college or university level in sport to which they are applying.
3. Applicant must have a time schedule compatible with that of the high school.
4. CPR and/or first aide training preferred.
5. Applicants willing to coach additional high school sports are preferred.
6. Demonstrated ability to work with parents and children.

**REPORTS TO:** Assistant Principal of Activities and Athletics  
**RATE OF PAY:** According to the P-CEA Master Agreement - Schedule "B"  
**BEGINNING DATE:** 2019/20 Spring season

**DUTIES AND RESPONSIBILITIES:**

1. The coach will be responsible for the entire organization of the sport to which he/she is assigned.
2. The coach will be directly responsible for all equipment in his/her sport. A complete inventory of all equipment will be filed with the director at the end of each season.
3. The coach will be responsible for all awards presented in his/her sport and a season summary.
4. Bending, lifting, and overhead work required.
5. Performs other tasks as assigned.

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

**EVALUATION:** Performance of this position will be evaluated annually.

**METHOD OF APPLICATION:**

Internal and external applicants should email a completed coaching application and cover letter to Brian Samulski, [brian.samulski@pccsk12.com](mailto:brian.samulski@pccsk12.com). The coaching application can be found [here](#).

External applicants will be hired and paid by EDUstaff. [Edustaff.org](http://Edustaff.org)

**DEADLINE FOR APPLICATION:** **Open until filled**

Brian Samulski  
Assistant Principal of Activities and Athletics  
Salem High School  
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Canton, MI 48187