

# ***CAREER OPPORTUNITY***

## ***ANNOUNCEMENT OF OPENING***

### ***Newbury Park High School Head Girls Track Coach***

#### **DESIRED PROFESSIONAL QUALIFICATIONS**

- Successful, recent high school coaching experience.
- Ability to provide leadership and organization for all levels of the high school program.
- Ability to manage the program within the established philosophy and policies of the athletic department, the school, this district, and the CIF.
- A high level of knowledge in regard to coaching techniques and evidence of the ability to convey effectively those techniques to young student-athletes.
- Ability to communicate effectively with all stakeholders in the program and the school community.
- Willingness to continue an off-season program.
- Experience in promoting a successful program to students, faculty, and community.

#### **DESIRED PERSONAL QUALIFICATIONS**

- Skill in working with people in a positive nature.
- Places high emphasis on student academic and social development in addition to physical development.
- Motivates and inspires student-athletes and coaches throughout the program.

#### **COACHING DUTIES AND RESPONSIBILITIES**

- Selects, leads and directs a staff of coaches at all levels.
- Directs all phases of a successful program including in-season, off-season, and summer programs.
- Establishes seasonal and long-range goals for the program.
- Accepts responsibility and oversight of all necessary fundraising.
- Maintains open lines of communication with administration and promotes the policies of the athletic department.
- Acts as a liaison between the school and community to promote a positive program.

#### **TERMS OF EMPLOYMENT**

- Stipend: per district scale
- Start Date: Upon clearance as required and Board approval

#### **APPLICATION DEADLINE**

Please submit your letter of intent including coaching philosophy, role of athletics, and your resume of teaching and coaching experience.

#### Procedures in the Selection Process

- A. Applicants should send a letter of intent and resume to the Athletic Director Richard Urias, 456 N. Reino Rd., Newbury Park, CA, 91320, (805) 498-3676. Fax is (805) 499-3549.
- B. The application deadline will be Friday, January 8, 2010 at 3pm.
- C. Upon completion of preliminary screening, interviews will be conducted

**AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:** 504 Compliance Notice [CFR Title 34 104.8(a)(b)] The Conejo Valley Unified School District complies with the rules and regulations implementing Section 504 of the Rehabilitation Act of 1973. The District does not discriminate in admission, access, or employment in its programs or activities. Questions or complaints regarding the existence and location of services, activities, and facilities should be addressed to Associate Director, Pupil Services, 1400 East Janss Road, Thousand Oaks, CA 91362-2198. If you have special needs, please contact the Classified Personnel Office at (805)497-9511, extension 204.