

## **THURGOOD MARSHALL ACADEMY**

**Sean L. Davenport, PRINCIPAL**

**PER SESSION VACANCY NOTICE 2015-2016 (SUBJECT TO FUNDING AVAILABILITY)**

**POST DATE: March 16, 2015**

DEADLINE: Monday, May 18, 2015 WINTER 2015-2016

**COACHING POSITIONS Coach of GIRLS: GIRLS VARSITY BASKETBALL  
212 HRS.**

**LOCATION: Thurgood Marshall Academy RESPONSIBILITIES OF  
COACH:**

1. Understands the proper chain of command and refers all requests or grievances through proper channels.
2. Adhere to standards of coaching ethics established by the PSAL.
3. Arranges for the distribution, collection, storing, and reconditioning of all equipment and supplies.
4. Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommend equipment guidelines as to type, style, color or technical specifications.
5. Is responsible for operating within budget appropriations.
6. Conducts annual inventories and submits reports to Athletic Director.
7. Submits team rosters to Athletic Director prior to season for eligibility verification.
8. Assists the Athletic Director in scheduling, providing transportation and requirements for games and tournaments.

9. Has the PSAL Eligibility Card signed by the Athletic Director before each official contest.
10. Establishes public relations with the student body via announcements, bulletin boards, school and local newspapers.
11. Has a thorough knowledge of all the athletic policies approved by the PSAL and is responsible for its implementation.
12. Provides documentation to fulfill State and PSAL requirements concerning physical examinations, parental consent and eligibility.
13. Trains and informs assistants and other staff members. Encourages professional growth by encouraging clinics and workshops attendance.
14. Maintains discipline, adjust grievances and works to increase morale and cooperation.
15. Performs such other duties, which may be assigned by the Athletic Director or other school officials.
16. Gives constant attention to team member's grades and conduct by placing athletes on progress reports from the beginning of the season.
17. Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
18. Advises the Athletic Director and recommends policy, method or procedural change.
19. Provides assistance, guidance safeguards during practices, games and while travelling.

## Thurgood Marshall Academy

### Winter 2015 COACHING POSITIONS

#### QUALIFICATIONS:

1. Excellent attendance and punctuality (attach CAR)
2. NYC licensed Physical Education Teacher or NYC licensed teacher with coaching certification. (Attach copy of license and/or certification, if not on THURGOOD MARSHALL ACADEMY staff.)
3. First AID and CPR requirements for coaches must be substantiated in the application.
4. AED/CPR Training requirements for all coaches must be substantiated.
5. Demonstrated expertise and skill in area of concentration.
6. Demonstrate the ability to fulfill responsibilities of job description.
7. Demonstrated good rapport with students, parents, and staff.

8. Be available for coaching during the fall term. SALARY:  
CONTRACTUAL RATES WORK SCHEDULE: AFTER 3:00PM, WEEKENDS,  
SCHEDULED GAMES, COACHES MEETINGS, COACHING CLINICS PER-  
SESSION HOURS NOT TO EXCEED CHANCELLOR'S REG. C-175  
ALLOTMENT APPLICATION: Applications, OP175, and appropriate  
documentation of qualifications to the Athletic Director by Friday  
October 4, 2013 PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON  
YOUR RESUME AND APPLICATION Please include the above circular  
number on your resume and application. Service exceeding the  
number of hours specified in DHR memo dated March 5, 1999  
concerning the change in the maximum number of hours for per  
session activity effective July 1, 1999 and/or service in one or more  
per session activity in a per session school year (July 1, 1999-June 30,  
2000), requires prior approval of the Executive Director of Human

Resources. The appropriate Chief Administrator, Executive Director, Assistant Superintendent of High Schools, Community Superintendent or Special Education Superintendent must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources - Per Session Monitoring Unit at 65 Court Street, Brooklyn, NY 11201, Room 405-G. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.