

## Pike-Delta-York Local School District

### Vacancy Notification

#### Head Softball Coach

The Pike-Delta-York Local School District, in Delta, Ohio, is seeking a strong leader to serve the district as the head softball coach and leader of the Softball program. Pike-Delta-York Local School District has been honored by the Ohio Department of Education, has a high performing staff, and strong student body excelling in both the classroom and extracurricular activities.

*Qualifications:* The district is looking for an excellent leader who has the ability to lead a strong athletic program.

The successful candidate must possess dynamic leadership skills; impeccable communication skills (both written and oral) with students, parents, and staff; excellent organizational skills; great time management skills; great interpersonal skills; the ability to work collaboratively; efficient technology skills; the ability to apply critical thinking skills; the ability to multi-task; and the ability to make independent decisions.

Successful head coaching experience preferred;

The successful candidate will be expected to exhibit character and professionalism that reflects positively on the district.

Successful candidates must have the ability to provide an acceptable BCI/FBI background check and all other required Ohio Department of Education Coaching permits.

*District Info:* Student body-Approximately 1350 students district-wide; approximately 600 students 7-12 grade. Currently, OHSAA Division 3 in Softball. An original and current member of the Northwest Ohio Athletic League (NWOAL).

*Deadline:* June 2nd, 2023

*To apply:* Provide the following credentials:

All applicants:

1. A Letter of Introduction
2. Resume
3. Three (3) letters of recommendation for coaching
4. Copy of ODE Pupil Activity Permit

Additional items for external applicants wishing to apply for a teaching position:

5. Two (2) letters of recommendation for teaching
6. Copy of applicable teaching licensure or proof license could be obtained
7. Transcripts
8. Completed application (found at [www.PDYS.org/careers](http://www.PDYS.org/careers))

E-mail or Mail credentials to:

Email: [Jobs@PDYS.org](mailto:Jobs@PDYS.org)

Mail: Human Resources  
Pike-Delta-York Local School District  
504 Fernwood Street  
Delta, Ohio 43515

**PIKE-DELTA-YORK LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** HEAD COACH

**File 403**

**Reports to:** Athletic Director

**Job Objective:** Coaches assigned student athletic activity.

**Minimum Qualifications:**

- Sport-specific coaching skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Comprehensive understanding of current interscholastic athletic program regulations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Successful completion of **cardiopulmonary resuscitation (CPR)**, automated external defibrillator (AED) and National Federation of State High School Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training is prerequisite requirement.

**Physical Demands:** Duties require lifting/moving heavy athletic equipment.

*NOTE:* Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

**Board bylaw requirement:** Employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. Employees are required to serve as a role model for students in how to conduct themselves as citizens and as responsible intelligent human beings. Employees have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**Essential Functions:**

**1. Coaches assigned athletic activities (e.g., instruction, practice, games, etc.). Provides direction, support and accountability to help students benefit from program participation.**

- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Conducts program risk assessments. Implements corrective measures as needed.
- Directs the preparation/restoration of shared activity sites. Maintains orderly work/storage areas.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- Works with district maintenance staff to ensure athletic fields are properly maintained and comply with conference/league and state athletic association regulations.
- Oversees the ordering, distribution, collection and refurbishing of program uniforms.
- Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Publicizes program information. Participates in preseason parent-student meetings. Informs students about rules and personal responsibilities. Verifies authorized fees have been paid.
- Trains assistant coaches in methods to accomplish duties effectively.
- Conducts unbiased professionally administered tryouts to select program participants.
- Confirms scholastic eligibility. Assists with physical education waiver verification.
- Ensures participant medical authorization forms are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
- Ensures equipment is appropriate for the physical development and skill level of participants.
- Make sure all athletes receive appropriate instruction, support and opportunities to participate.
- Instructs participants in physical conditioning tactics.
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
- Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
- Arranges transportation and accompanies students to/from sanctioned activities.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies. Conveys accurate timely scores and post-game reports to appropriate media as directed.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Helps prepare end-of-season performance evaluations of all assigned staff and volunteers.
- Helps organize recognition events. Verifies students have fulfilled requirements for awards.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

**2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Keeps informed about workplace safety procedures. Initiates action to manage risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

**Performance  
Evaluation:**

Employee performance is evaluated according to board policies/regulations, administrative guidelines/procedures, current negotiated agreements and applicable law. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. This document is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

The district offers equal opportunity employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, military status and any other legally protected category.