



## Maine Township High School District 207

Dr. Kenneth Wallace  
Superintendent

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November 13, 2017

### **PLEASE POST THIS NOTICE IN THE MAIN OFFICE AND DEPARTMENTAL OFFICE**

TO: All District 207 Professional Staff  
Dr. Mike Pressler, Maine East  
Dr. Ben Collins  
Dr. Audrey Haugan, Maine West  
All Department Chairs

FROM: Greg E. Dietz, Assistant Superintendent for General Administration

SUBJECT: **VACANCY NOTICE - HEAD FOOTBALL COACH - MAINE EAST – 2018-2019**

As of this date the coaching position listed above at Maine East needs to be filled. Staff members and external candidates interested in applying for this position are invited to submit a letter of application to Mr. Steve Schanz, Athletic Director for Maine East High School. All letters should be received in his office **on or before Friday, December 1, 2017**. Applicants should also complete an online application. Our application website address is: <http://www.generalasp.com/D207/onlineapp/>

A committee appointed by Dr. Mike Pressler, Principal at Maine East, will screen applications, schedule interviews and make the recommendations to the Superintendent of Schools for the appointment of the individual nominated to fill this vacancy.

References contained in the personnel records presently filed in the district office will be used in the review of applications. Staff members interested in this vacancy are invited to supplement their personnel records with additional references which they believe to be pertinent to their application. These additional references should also be submitted to Mr. Steve Schanz, Athletic Director for Maine East High School **on or before Friday, December 1, 2017**.

**Approximate start date is June 1, 2018.**

If you would like additional information about this position, please contact Mr. Schanz at Maine East High School at (847) 692-8290.

*“As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.”*

HeadFootballEast11-13-17

## **Maine East High School**

**Job Description:** Head Football Coach  
**Department:** Athletics

### **Purpose:**

Under the general direction of the Director of Athletics the Head Coach is responsible for coordination, supervision and evaluation of all aspects of the interscholastic football program in Grades 9-12. The Football Coach implements leadership, management and oversight strategies designed to enhance the football experience for Maine East students in accordance with the goals of the District.

### **Essential Duties and Responsibilities.**

1. Establish the fundamental philosophy of the football program in coordination with both the Maine East and Athletic Goals & Objectives.
  - a. Responsible for the instruction of Maine East students/athletes in the fundamental skills, strategies, and physical training necessary to meet the district and department goals.
2. Implement the Maine East Extra-Curricular Code and other related school policies and procedures.
  - a. Possesses a thorough knowledge of the Maine East Extra-Curricular Code and is responsible for its implementation by the entire staff.
  - b. Responsible to hold annual meeting of players and parents to cover topics included in the athletic department Pre-Season Sports Information meeting checklist.
  - c. Provides and explains school and team training rules and any other specific team policy.
  - d. Determines initial discipline and follows due process involving team and contacts the Director of Athletics when a student is to be suspended or dropped from the program. Takes action after consultation with Director of Athletics. Contacts parents immediately following suspension or dismissal of a student from the team.
  - e. Consults with appropriate school officials and has a working knowledge of student-athletes academic progress.
  - f. Supervises, either personally or through staff delegation, a program to ensure adult supervision of locker rooms anytime students are present.
  - g. Coordinates with the Athletic Training staff to complete paperwork when required on behalf of students. Adheres to school policy in regard to student release from care for games and practices.
3. Set a tone in the Football program that engenders team achievement, community spirit and academic endeavor.
4. Provide leadership and motivation to Assistant Coaches and program members.

- a. Responsible for supervising, advising, coordinating and supporting a staff of Assistant Coaches in conjunction with the Director of Athletics and respective Building Principals.
  - b. Articulates and coordinates a planned program for all levels of the football program.
  - c. Conducts pre and post-season meetings as well as professional opportunities for staff.
  - d. Plans, schedules, organizes, and communicates an organized program of practices.
  - e. Seeks out and secures professional growth and development opportunities as provided by Maine East and other agencies.
  - f. Develops and fosters relationships with district feeder program coaches and athletes.
5. Develop and maintain good public relations with parents, alumni, officials, fans and news media.
- a. Accepts and recognizes that the football program has a considerable component of public exposure and a significant influence on the entire school community. These inherent pressures are a considerable responsibility but must be kept as secondary to the objectives of good sportsmanship and life-long learning and emotional health for students.
  - b. Promotes the sport within and outside the school community. Submits timely and accurate information as required by local media.
6. Responsible for all management issues related to successful operations of the football program.
- a. Has knowledge of IHSA, Central Suburban League, and other affiliated league policies and regulations; implements it consistently and interprets them for staff and students.
  - b. Seeks information about and attends all required state, league and department meetings. Shares information with staff and requires attendance where appropriate to benefit growth of staff.
  - c. Delegates specific duties, supervises implementation and at season's end, analyzes staff effectiveness through the Maine East coaches evaluation process.
  - d. Maintains necessary forms, records and paperwork as required by the Director of Athletics, IHSA and Central Suburban League.
  - e. Coordinates with the appropriate Athletic Department staff members to hold scheduled sports events and practices. Notifies the athletic department when changes occur in game or practice schedules.
  - f. Oversees and reports condition of equipment and facilities.
  - g. Advises the Director of Athletics and recommends policy, methods or procedural changes.
  - h. Evaluates assigned officials and submits timely report as required by IHSA.
  - i. Establishes, announces, maintains and submits team records, statistics and requirements for lettering.
  - j. Coordinates in person all practices, games, and team travel to safeguard each participant.

- k. Participates in the budget function with the Director of Athletics by completing end of season inventory, future needs projections and wish lists.
  - l. Submits to the Director of Athletics and Equipment Manager an end of season inventory and is responsible for football equipment. Arranges for issuing, in and out of season storage, cleaning, repair, and re-conditioning of equipment. Properly marks all equipment for identification.
  - m. Instills in each player a respect for equipment and school property, its care and proper use.
7. Perform other duties on behalf of Maine East that are consistent with the nature of the position and that may be requested by the Director of Athletics.
- a. Recognizes that the Head Coach position includes other unusual aspects including extended time, risk injury factors and due process predicaments.
  - b. Understands, that while this job description intends to give sufficient guidance to function, in those cases not specifically covered it shall be assumed that a coach exercise common sense and judgment.
  - c. Understands and follows the proper chain of command and refers requests and grievance through proper channels.
  - d. Assists the Director of Athletics and Assistant Director in scheduling and requirements for state series competition.
  - e. Assist college-bound athletes in their college or advanced educational selection.

### **Reporting**

The Head Football Coach reports directly to the Director of Athletics.

### **Requirements**

Bachelors Degree from an accredited University or College.

Master Degree preferred.

Proven successful teaching experience.

Proven successful coaching experience at the high school varsity and/or collegiate level.

Strong communication skills. Ability to speak and write clearly and cogently.

Excellent interpersonal skills; possessing good judgment, resolve, and compassion.

Ability to represent the school in personal encounters and public settings.

Well organized and self directed.