

INTERNAL/ EXTERNAL JOB POSTING

Coleman Community Schools
4823 N. Coleman Schools Rd., Coleman, MI 48618
Jr High Girls Basketball Coach



Date: April 30, 2026
Reports To: Jr./ Sr. High Athletic Director
Closing Date: Until Filled

REQUIREMENTS:

- Regular and timely attendance
- Able to maintain composure in stressful situations
- Provide a report to the AD within 24 hours following each game
- Allow for the active involvement of skills, in some way, of all athletes during practices
- Schedule and be in attendance for practices at times and frequency to support the program
- Able to communicate clearly and concisely verbally and in writing with students, parents, administration and the community
- Ability to develop effective working relationships with students and staff; work with the High School coaches in building the overall program and the school community
- Able to complete tasks required by the position and assigned by administration, including but not limited to parent meetings, uniform dissemination and return, providing athlete statistics on a frequent basis, etc.
- Attendance at Parent/Athlete/Coach meeting at the start of each season as scheduled by the Athletic Director
- Able to aid in fundraising activities
- Must be eligible to work in the United States
- Must be trained or be willing to be trained in yearly staff medical training techniques and other mandatory trainings

PREFERRED:

- Previous basketball coaching experience
- Willing to build additional opportunities to build student skills during the summer

TERMS AND CONDITIONS OF EMPLOYMENT: Compensation, length of the work day and number of work days is based on the CEA collective bargaining agreement with start date to be determined.

Coaching contracts will be paid in two (2) equal installments. The first installment shall be paid four (4) weeks after the season begins. Final installment shall be paid at the end of the season, after all equipment and uniforms, or uniform fees owed have been turned in, or as approved by the Athletic Director. Installment 2 may be paid at a prorated portion if not all games and or practices are attended during the season. Occasional cancellations/missed events reported in a timely manner to the Athletic Director for illness or other personal reasons will not cause proration.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* While performing the duties of this job, the employee will be frequently moving around. The person in this position constantly communicates and ensures safety with students, parents, colleagues and administration and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.* The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with

students, parents, staff and with the public. This employee is directly responsible for the safety and well-being of students. The employee is also responsible for working with administration professionally and keeping them informed.

EVALUATION: Performance of this job will be evaluated by the Athletic Director.

APPLICATION PROCEDURE: Apply in person or by mailing or e-mailing the following:

Cover letter, resume with references, and any additional information to: **Coleman Community Schools, Attn: Kerry Berthume, 4823 N. Coleman Schools Dr., Coleman, MI, 48618,**
kberthume@colemanschools.net

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. Coleman Community Schools is an Equal Opportunity Employer.

This position is hereby posted internally for five (5) working days beginning:
April 30, 2026 and ending: **May 6, 2026 or until filled.**


Jennifer McCormack, Superintendent
Coleman Community Schools

Jobpost8thrgirlsbasketball4.30.2026

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For Administration use only - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:
Board Secretary/Data Specialist:	Payroll Specialist: