

**Mercy High School, Burlingame**  
**Position Description**

**Job Title:** Head Dance Coach  
**Department:** Student Life  
**Reports To:** Athletic Director  
**FLSA Status:** Exempt/Hourly Employee  
**Prepared By:** Claire Rietmann-Grout and Kelly Hickey  
**Preparation Date:** March 2022

**Summary:**

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Head Dance Coach is responsible for supporting the Dance program throughout the season.

**Essential Duties and Responsibilities include the following:**

To perform the job successfully, the individual must possess the ability to perform as part of team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; have strong organizational skills and be detail-oriented, with the ability to multi-task and meet multiple deadlines.

In addition, the Head Dance Coach must be able to meet the following expectations:

- Attends all Dance program activities including practices and games, team meetings, and off season conditioning.
- Collaborate with the assistant Coach to organize practice plans.
- Lead drills and provide individual skill instruction during practice.
- Support the program during team activities, including travel
- Game Day responsibilities including:
  - Supervision of teams
- Other responsibilities include not limited to:
  - Attends Mercy Athletic Department meetings
  - Coaching within compliance of all NFHS/CCS rules
  - Involved with the development and coordination of the Mercy Burlingame Dance program, which includes Varsity, Junior Varsity and Freshman teams
  - Monitors the progress of the Mercy Burlingame Dance program
  - Performs other duties as assigned by the Assistant Head of School and Head of School.

**Qualifications:**

Experience and/or knowledge of the sport is required  
Previous high school coaching experience is preferred  
Candidates must be available during after school hours. Off season meetings and duties are also required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the person should have the following experience and/or education to perform the job successfully:

An individual must have related experience in a high school setting, or a combination of elementary and high school experience demonstrating competence in ... and/or other related areas of the job description. The individual must be knowledgeable of Catholic Church teachings and doctrines, within the context of the tradition and charism of the Sisters of Mercy, while providing a working atmosphere which fosters and promotes these values.

#### **Education and/or Experience:**

Successful candidate is required to possess:

- First/Aid/CPR certification
- TB test clearance
- Virtus certification
- Current drivers license
- Finger Print clearance
- NFHS coaching certification

#### **Computer Skills:**

To perform the job successfully, an individual should have a working knowledge of MS Word, Excel, Google Apps, and the ability to manipulate other software used by the school such as PowerSchool.

#### **Physical Demands:**

The physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual is regularly required to talk or hear. The individual is frequently required to walk; sit; use hands to finger, handle or feel, and reach with hands and arms. The individual is occasionally required to stand, stoop or kneel. The individual needs to move from the main school building to lower campus. Specific vision abilities required by this job include close and distance vision.

**Work Environment:**

The work environment characteristics described are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

Email a resume with coaching experience to Athletic Director, Kelly Hickey at [khickey@mercyhsb.com](mailto:khickey@mercyhsb.com).

**STATEMENT OF NON-DISCRIMINATION**

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)