

# Carroll Independent School District Job Description

JOB TITLE:	<b>NTN Head Coach</b>	Pay Grade:	AP1
Supervisor:	Aquatics Manager	Employment Days:	261
Department:	Aquatics	Employment Status:	Exempt

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## MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

## JOB SUMMARY:

As the Head Coach this position will develop and operate a community competitive aquatics program that meets the needs of all ages and abilities under the guidelines established by USA Swimming and the American Swimming Coaches Association. This position will supervise other NTN full-time coaches. This job will also be part of leadership team that directly supervises all when in the facility.

## QUALIFICATIONS:

### Education/Certification:

- Bachelor's degree
- ASCA Level 4 or higher
- Current Coach Member in good standing with USA Swimming
- Current CPR & First Aid Certification

### Special Knowledge/Skills:

- Cooperative and respectful communication style with swimmers, parents and co-workers
- Strong core values that include respect, trust and integrity
- Ability to provide consistent, positive motivation to primary ages of 6 to 19 yrs. old
- Recognition of the value of every swimmer and the "developmental" nature of Age Group kids.
- Strong organizational skills and attention to detail
- Well-versed in Team Unify, Hy-Tek Team Manager and Meet Manager
- Passion and enthusiasm for competitive swimming and a "desire to excel" professionally.

### Experience:

- Five years of swim coaching experience
- Proven success coaching Novice through Championship, Age Group Swimmers (5 to 19 yrs. old)

## MAJOR RESPONSIBILITIES:

### Program Management of NTN

- Manage, organize and maintain the NTN swimming program.
- Responsible for assessment and placement for all athletes in the age group program.
- Determine teams of swimmers.
- Submit all age group meet entries in an accurate and timely manner.
- Attend all scheduled meets and other meetings as required.

- Develops swimmers to the highest level of each athlete possible.
- Oversee private lessons for NTN coaches.
- Maintain practice requirements and standards for all age group practice groups.
- Maintain roster and coordinate this information with appropriate parties.
- Oversee athlete progression and coach mentorship in all competitive groups.

#### **Administration and Fiscal/Facilities Management**

- Manage the budget for NTN.
- Manage team travel.
- Manage season scheduling.
- Be the coach representative for athlete eligibility at the national level.
- Serve on various planning committees for meets.
- Coordinates with other swim club program managers for meets.
- Manage all the behind the scene activities at meets.
- Manage vendor relation to include sourcing and pricing
- Coordinate training and facility use with the Aquatics Manager.
- Perform facility/equipment safety checks as specified by the Aquatics Manager.
- Perform open and/or closing duties as specified by the Aquatics Manager.
- Supervise all full-time NTN coaches.

#### **Communication**

- Meet with parents to discuss any specific issues of complaints about program.
- Coordinate with the parent club representatives before each scheduled meeting.
- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

#### **School/Community Relations**

- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

#### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Athletic equipment, standard office equipment including computer and peripherals, and other instructional equipment; automated external defibrillator (AED);

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

**Motion:** Continual walking; occasional climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside and outside natatorium environment; exposure to weather, extreme humidity, noise, vibration, biological hazards, chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces. Occasional districtwide travel.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Executive Director of Human Resources)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Deputy Superintendent)

Date Created: 8/2019	Date(s) Revised: 6/2022
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