

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

## Head Men's Tennis Coach Loy Norrix High School Fall Season 2021-22

### Scope of Responsibilities

Works under the direction of the Athletic Director and building principal with the sub-varsity teams.

### Performance Responsibilities

1. Develop a program philosophy that is shared and communicated with all stakeholders.
2. Follow proper procedures for purchasing equipment and supplies.
3. Coordinate both the team player tryouts and the selection process.
4. Attend all athletic departmental meetings.
5. Collaborate with AD on program practices, games, and events.
6. Cooperate with AD and school staff as well as fellow coaches.
7. Participate in pre-season parent meetings and post-season awards programs.
8. Develop and provide training rules to AD.
9. Responsible for positive public relations (i.e., reporting scores, media interactions, parents, banquets, athletic boosters, website, etc.).
10. Continue to cultivate vertical alignment with middle school to high school programs.
11. Provide game and practice supervision per the Athletic Department and KPS policy.
12. Work closely with AD in recommending league policy and procedure changes.
13. Develop and provide training rules to AD.
14. Follow due process guidelines when disciplining athletes.
15. Develop a well-organized practice plan by collaborating with fellow coaches, and run team practices using the same.
16. Derive from the practice plan a practice schedule and distribute to athletes, parents, and the athletic office.
17. Follow injury protocol.
18. Develop a team that appropriately displays the skills of the athletes.
19. Responsible for developing or adhering to a sound system of equipment accountability, including inventory, repair, and replacement.
20. Well-versed and knowledgeable in the sport.
21. Must follow KPS Athletic Code of Conduct and MHSAA policies and regulations.
22. Meet all deadlines for paperwork (i.e., rosters, physicals, officials' ratings, etc.).
23. Exhibit enthusiasm towards athletes and display respect for the entire program (i.e., officials, opponents, parents, schools, property, equipment, etc.).
24. Dress appropriately for games, practices, and school or athletic functions.
25. Act as a role model, display respect, and model leadership skills.
26. Foster school spirit by promoting other sports, clubs, and co-curricular activities.
27. Maintain fair, consistent, understanding, and tolerant relationships with athletes.
28. Maintain composure and conduct during practice and games.
29. All other duties assigned.

### **Minimum Qualifications**

1. Two (2) years of successful experience as a head or assistant coach; in a Class A or B high school (per MHSAA enrollment guidelines) or equivalent.
2. Completion of the Coaches Advancement Program (CAP) Level 1 and 2 for Athletic Coaches from the MHSAA (or agreement to complete these modules before starting the second season of coaching).
3. Current in first aid and CPR training.

### **Desirable Qualifications**

1. Possess a valid Michigan teaching certificate and a minimum of two years of successful teaching experience.
2. Previous demonstrated ability to motivate students in the sport in a positive manner.
3. Previous demonstrated ability to plan and organize effectively, teach the fundamentals and techniques associated with the sport, thus producing competitive teams.
4. Previous demonstrated ability to provide positive leadership for coaches and athletes.
5. Serve as a role model in all aspects of the coaching profession.
6. Experience in a multi-cultural urban school district.
7. The candidate should have successful prior participation in the sport at either the high school, college, or professional level.
8. Previous demonstrated ability to produce winning teams consistently.

Please apply online at [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com)

**This position will remain posted until filled.**

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