

## Lewis-Palmer High School Position Description

Position Title: **Head Girls Volleyball Coach**  
Department: Athletics  
Reports To: Athletics Director

**SUMMARY:** To implement an Education-based athletics environment where the philosophy and approach to the LPHS sports program has the focus on the complete development of student-athletes, including their academic, social, and physical growth, rather than solely on winning. It emphasizes the importance of character development, life skills, discipline and positive relationships within the team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRE THE ABILITY TO:**

- Coach individual participants in the skills necessary for excellent achievement in the sport involved.
- Plan and schedule a regular program of practice in season.
- Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintain accurate statistics, records, and results of the season.
- Enforce discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
- Maintain competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport.
- Establish performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Work closely with the Athletics Director in scheduling intramural and interscholastic contests.
- Recommend purchase of equipment, supplies, and uniforms.
- Develop a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program. Demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning, and supervision. Coaches should not exceed the scope of their training when evaluating the readiness of an athlete for return to practice or competition.
- Establish tryouts and select a squad in accordance with a master plan of selection.
- Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability. Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
- Ensure no athlete participates without the proper permissions and forms on file in the athletic office.
- Foster good school-parent relations by maintaining communications with the student's home.
- Inform each student on school policy, activity eligibility, and team standards.
- Complete accurate inventory of equipment, uniforms and supplies used. A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify and report foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
- Responsible for the distribution and care of equipment including supervision of such.
- Establish a sound program of injury prevention and follow up. Coaches are expected to be able to administer standard emergency care (first aid; CPR/AED) in response to a range of traumatic injuries. Prepared to execute Emergency Action Plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
- Ensure coaching staff possess appropriate skill and knowledge levels to ensure appropriate levels of safety and well-being upon participants.
- Attend all the events in season in which students are performing and representing the school or provide an adequate substitute.

- Assure adequate transportation and supervision for away contests.
- Maintain necessary attendance forms, financial records, and similar paperwork.
- Account for all equipment or delegate the responsibility.
- Responsible for submitting budget requests to the building principal at the conclusion of the season.

**SUPERVISORY RESPONSIBILITIES:** Supervises students of particular programs. Will abide by and enforce all school, athletic department, District 38, CHSAA bylaws, rules, regulations, expectations, and standards.

**EDUCATION and/or EXPERIENCE:** Valid teaching certificate preferred. Prior experience in a successful volleyball coaching environment is also preferred. Must be willing to build a positive team culture where success is a byproduct through the development of the attributes of good citizenship.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to demonstrate a high level of emotional intelligence.

**OTHER SKILLS and ABILITIES:** Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in the specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and or run. The employee will frequently bend or twist at the truck while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job. The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversations in a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.