

HEAD TENNIS COACH – High School

ESSENTIAL FUNCTIONS:

- Coaches individual participants in the skills necessary for effective performance in the activity, as individuals & team members.
- Plans and directs a regular program of practice in season.
- Works closely with the athletic director in planning interscholastic contests.
- Recommends the purchase of equipment and supplies, as appropriate.
- Maintains assigned paperwork and reports to the athletic director.
- Oversees the safety conditions for students and faculty, and the areas in which the sport is conducted during all times students are present.
- Posts lettering requirements at the start of each season for the student athletes and files them with the athletic director.
- Remains present in the facility during all times the students are present in the facility for the sport.
- Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants.
- Supervises student athletes when traveling.
- Demonstrates cooperative conduct.
- Shares in responsibility for equipment, distribution, collection and inventory.
- *Only minimum duties are listed. Other functions may be required as given or assigned.*

QUALIFICATIONS:

- Knowledgeable in the techniques and strategies for the sport/activity.
- Background/experience in coaching as a Head Tennis Coach, or equivalent preferred.
- Demonstrated knowledge, interest in, and aptitude for performing the tasks listed.
- Organizational skills and desire to building and maintain a competitive tennis program.
- Ability to read & interpret documents such as safety rules, operating & maintenance instructions, and procedure manuals.
- Ability to coordinate with the athletic director.
- Ability to write routine reports and correspondence.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to perform duties with an awareness of all district requirements and board policies.
- Ability to effectively manage time and responsibilities.
- Ability to effectively communicate, orally and in writing, with students, parents, staff and the community.
- *Other qualifications as deemed necessary by the athletic director.*

EQUIPMENT USED: Stopwatch, calculator, computer, copy machine, fax machine, telephone/voice mail, Blackboard, score-keeping equipment, and/or other equipment pertinent to the sport.

WORK ENVIRONMENT: The employee regularly works around others, works with the public, and works inside & outside. The noise level in the work environment varies but is frequently loud. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk and stand continuously. The employee will frequently be required to reach with hands and arms; stop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools/objects. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision abilities of this job include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands & work environment characteristics described within this job description 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.

IMMEDIATE SUPERVISOR: ATHLETIC DIRECTOR

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Stipend as provided by MEA agreement.

EQUAL OPPORTUNITY EMPLOYER