Boys' and Girls' Tennis Coach

Job Description

Reports to: Principal or designee
Building: Wilbur Wright Middle School
Evaluated by: Principal or designee
Evaluation period: Annual
Purpose of the Position: To provide Wilbur Wright students the opportunity to develop and compete in tennis as student-athletes.

Responsibilities:

- Coaches and develops the Wilbur Wright tennis program for both boys and girls in grades 6-8
- Works to develop players' skills and sportsmanship
- Sets practice schedule and expectations for program
- Accompanies and supervises the team in all team activities including providing supervision at all times and supervising the locker room until all students have left the building
- Organizes meaningful and challenging practices to develop athletes to their greatest potential
- Assumes responsibility for athletes during all phases of the season
- Applies discipline fairly and in accordance with school and team policies
- Conducts self in an ethical and sportsmanlike manner during practices and contests
- Instructs athletes on competition rules and keeps players aware of new rules and interpretations of rules
- Provides critical analysis of past season and plans for next season
- Maintains positive public relations through media cooperation
- Recruits students for the team
- Emphasizes safety precautions and refers athletes to trainers in case of injury
- Is trained to administer basic first aid and CPR
- Remains current with new ideas and techniques through clinics, workshops, videos, and/or publications
- Communicates school policies to players and parents and requires all players to complete the mandatory forms, including but not limited to pledge, concussion, and hazing forms, before participation
- Provides principal with information on any major disciplinary action taken
- Assures all athletes have returned a completed athletic physical form and files those forms in the nurse's office prior to participation in conditioning, weight training, and practice
- Adheres to conference and school policies and regulations affecting players and participation
- Works with principal or designee to establish team fees
- Issues equipment and uniforms
- Assumes responsibility for care of equipment and uniforms including keeping an accurate inventory
- Arranges for return of all inventoried equipment and follows proper procedure for unreturned equipment.
- Presents budget needs to the school administration
- Submits inventory, team results, and award winners to the extra-curricular coordinator in a timely manner
- Any other duties as assigned by the school administration

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.**

Education and/or Experience:

Has completed the IHSAA mandatory coaching courses

Language Skills:

Ability to read and interpret documents and rules manuals, schedules, purchase orders, and inventories. Ability to speak effectively with the coaches, players, parents, press and the public.

Supervisory Skills:

Ability to supervise athletes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to 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 regularly required to stand, walk, use hands and fingers to handle or feel objects, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand-strength to grasp equipment. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds including sport specific equipment. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of situations. Ability to game plan and make game decisions

Other Skills and Abilities:

Coaching experience and/or playing experience in tennis

Terms of Employment:

Salary determined by addendum schedule within the Teacher Collective Bargaining Agreement.
Addendum Salary: $1,050

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.