



Job Description: Middle School Head Girls Volleyball Coach

<u>Date Updated:</u>	August 2025	<u>FLSA Status:</u>	Co-curricular Stipend
<u>Reports To:</u>	Athletic Director	<u>Employee Group:</u>	Professional Cocurricular
<u>Hours Per Day:</u>	Varies	<u>Days Per Year:</u>	Seasonal

Stipend Amount: \$3,402 for 2025-2026 SY (compensation in accordance with WYEA agreement)

Job Summary: To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. Instruct and demonstrate behaviors that lead to socially acceptable character development, self-discipline, self-confidence, and pride of accomplishment in student-athletes. To upgrade his/her knowledge and skills through coaching clinics, observations, consultation, etc. with the objectives of good sportsmanship and citizenship.

Qualifications:

- Child Abuse, PA State Criminal History and PDE FBI Clearances as required by the Child Protective Services Law and PA School Code.
- At least 3 years of experience coaching high school, college, or equivalent.
- Strong communication skills and understanding of the Rules and Guidelines.
- Must possess effective coaching techniques and skills.

Duties and Responsibilities (including but may not be limited to):

1. Has a thorough knowledge of all the athletic policies approved by the West York Area School District Board of Education and is responsible for their implementation by the entire staff of the sports program.
2. Hold organizational meetings for team prospects and encourage potential athletes to participate in the sport.
3. Develop a regular practice schedule and organize practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competitions.
5. Assign duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Assesses player's skills and assigns team positions.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their students.
13. Follows WYASD, YAIAA, District III, PIAA, and NFHS regulations governing the athletic program.
14. Exemplifies sportsmanship, maintaining appropriate conduct toward other competitors, judges, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Work with athletes to navigate consideration at the collegiate level; and act as a liaison for representatives from institutions of higher education and their respective athletics departments.
17. Recruit, select, and develop coaching staff to be aligned with the West York Area School District's Mission, Vision, and Values.
18. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
19. Submits a list of award winners and individual/team statistics at the end of the season.
20. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
21. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
22. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)



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Every Student Every Day

Other Duties:

1. Performs such other duties which may be assigned by the athletic director/principal.
2. Encourage a positive, mutually supportive environment.
3. Maintain a high level of professionalism and confidentiality.
4. Ability to demonstrate composure under pressure.

Physical Demands:

- Frequently walk, stand, and sit.
- Frequent bending and twisting of the body required.
- Frequently reach above and below the waist.
- Frequently use fingers to pick, feel, and grasp objects.
- Frequently use both hands for repetitive motion.
- Lift/push and/or move at least 20 pounds.
- Occasionally stoop, kneel, or crouch, and climb stairs.

Sensory Abilities:

- See and read a computer screen and printed material with or without vision aids.
- Close vision, distant vision, and depth vision perception.
- Hear and understand speech at normal levels, outdoors, and on the telephone.
- Speak in audible tones so that others may understand clearly.

Work Environment:

- School gymnasium/Athletic fields

Required Knowledge, Skills, and Abilities:

- Possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
- Possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- Exhibit qualities of leadership.
- Manage conflict in a positive manner.
- Must be courteous, congenial, cooperative, and service-oriented.
- Professional appearance.
- Must be able to work independently or in a team (as circumstances warrant), and able to work with frequent interruptions.
- Must be able to communicate effectively with students, personnel at all levels, and members of the public.
- Follow written and verbal directions, provide direction, and motivate peers.

Evaluation: The performance of this job will be evaluated annually, in accordance with provisions of the applicable policies of the West York Area School District.

Hiring Practice: The school district's hiring policy is that the best candidate will be selected based on the recommendation of the Interview Team and the Superintendent or designee.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE

Employee Name Printed

Employee Signature

Date