

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

TITLE:	HEAD COACH TENNIS	REPORTS TO:	Athletic Director
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The head coach must be a positive person. He/she must be willing and able to work long hours. He/she must have imagination, foresight and the ability to mold the uncoordinated and undisciplined into a strong, self-functioning unit that will persevere. His/her conduct and character must be above reproach, as his/her daily association has an immeasurable influence on the youth of the community. The head coach in the Zanesville City School system must have a commitment to excellence in his/her work with the youth of our community. His/her responsibility and position, although awesome in scope, might just be one of the most rewarding and fulfilling of any, as the qualities he instills will live on forever.

REQUIRED SKILLS AND ABILITIES

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

JOB GOAL

- To instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success. The success of the athletic programs has a strong influence on the community's image of the entire school system.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

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Revised:

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WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

DUTIES AND RESPONSIBILITIES

1. Set up conditioning program and supervise pre-season workouts.
2. Arrange practice schedule to suit individual needs of the students.
3. Inform Athletic Director of postponements or cancellations due to weather, etc.
4. Inform the local news media of pre and post-game publicity.
5. Aid equipment manager in issuing and collecting equipment.
6. Make arrangements for storage of special apparatus (tennis balls, dry rollers, etc.)
7. Teach fundamentals and techniques of tennis.
8. Teach good sportsmanship and the will to win.
9. Supervise home meets and settle disputes, making sure OHSAA and USTA rules are adhered to.
10. Arrange and set up the appropriate studio to have team pictures as soon as possible.
11. Be accountable for conduct of team at practice, matches and while in transit.
12. Recommend to the Athletic Director letter and award winners.
13. Be aware of academic guidelines established by the Zanesville Board of Education and OHSAA.
14. Set up transportation and departure schedules in conjunction with the Athletic Director.
15. Attend annual Ohio State Tennis Clinic and/or other appropriate clinics in consultation with Athletic Director.
16. Provide the Athletic Director with a complete list of team members, addresses, parents' names and phone numbers three (3) days after practice begins.
17. Collect from each team member the completed insurance, training rules and emergency care cards and submit them to Athletic Director before the first contest. Help Athletic Director in completing physicals for each team member. Turn all cards in prior to first practice.
18. Consult with the trainer regarding any injury or disability and file required report with Athletic Director and/or trainer.
19. Organize end of season awards social or banquet.

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DUTIES AND RESPONSIBILITIES – CONTINUED

20. Attend appropriate Pupil Activity Supervision Validation class when required with CPR training.
21. Adhere to school district philosophies and policies concerning coaches' conduct.
22. Complete all administrative duties required before and after the season.
23. Administer games and practices in a manner that the student/athlete will have a positive and fun learning experience.
24. Hold a current vehicle permit if transporting students. (Ohio Law)
25. Attend Staff meetings.
26. Turn in End-of-Season report within five (5) days of the end of the season.
27. Attend Athletic Council Meetings.
28. Provide inventory of uniforms and equipment to equipment manager at end of season.

TERMS OF EMPLOYMENT	Seasonal
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