

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

TITLE:	HEAD COACH SWIMMING	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. The coach will work with the Athletic Director in scheduling meets and coordinating transportation for team and contracting officials.
2. Inform the local news media of pre and post-game publicity.
3. Aide equipment manager in issuing and collecting equipment.
4. Teach fundamentals of competitive swimming (strokes, turns, techniques of diving, etc.)
5. Teach good sportsmanship and the will to win.
6. To instill a spirit of team discipline and to be directly responsible for the action of team members at practice, in meets and during transit.
7. Arrange and set up the appropriate studio to have team pictures as soon as possible.
8. Recommend to the Athletic Director letter and award winners at least one week prior to banquet.
9. Be aware of academic guidelines established by the Zanesville Board of Education & OHSAA.
10. Work with the Athletic Director in scheduling transportation and department schedules.
11. Provide the Athletic Director with a complete list of team members, addresses, parents' names and phone numbers three (3) days after practice begins.
12. 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 1st practice.
13. Consult with the trainer regarding any injury or disability and file required report with Athletic Director and/or trainer.
14. Organize end of season awards social or banquet.
15. Attend appropriate Pupil Activity Supervision Validation class when required with CPR training.
16. To schedule before the season, practice schedule and pool usage times.
17. Adhere to school district philosophies and policies concerning coaches' conduct.

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DUTIES AND RESPONSIBILITIES – CONTINUED

18. . The coach will complete administrative duties required before and after the season.
19. Administer games and practices in a manner that the student/athlete will have a positive and fun experience.
20. Hold a current vehicle permit if transporting students. (Ohio Law)
21. Attend Staff meetings.
22. Turn in End-of-Season report within five (5) days of the end of the season.
23. Attend Athletic Council Meetings and Booster Council Meetings.
24. Work with Athletic Director in staff selection.
25. Evaluate staff at conclusion of the season and turn in evaluation to Athletic Director.
26. Responsible for preseason conditioning program at the high school level.
27. Assist with informing student athletes regarding academics. Keep academics first.
28. The coach will plan for and enter the prescribed tournament at the termination of the season.
29. The will work with the booster organization in their support of the program.
30. The coach is directly responsible for the safety of the team in the pool area and the facility.
31. The coach will be well schooled in water safety.

TERMS OF EMPLOYMENT	Seasonal
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