

Job Title:	MS Volleyball	Wage/Hour Status:	Daily
Reports to:	Principal and Athletic Director	Pay Grade:	TBA
Dept/School:	Assigned Campus	Date Revised:	June 16, 2015

Primary Purpose

Provide instruction and coach students to develop skills and ability to excel in sport assigned.
Contribute to education program as a whole and to growth of students involved in athletics.

Qualifications**Education/Certification**

Bachelor's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- General knowledge of coaching techniques and procedures
- Knowledge of University Scholastic League (UIL) rules
- Ability to instruct and supervise student athletes
- Excellent organizational, communication, and interpersonal skills

Experience

Experience not required

Major Responsibilities and Duties**Instruction**

1. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
2. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
3. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.
4. Maintain accurate statistics, records, and results of the season.
5. Work with high school feeder head coach for staff development.
6. Use instructional techniques, drills and terminology of the high school feeder program.
7. Perform other duties as assigned by supervisor/

Program Management

8. Establish a program based on feeder high school system.
9. Establish and implements a sound athletic plan that ensures and demonstrates growth in the program under his/her direction.
10. Establish performance criteria for competition and evaluates students' athletic abilities initially and on a regular basis.
11. Take the necessary precautions to protect student athletes, equipment, materials, and facilities.
12. Keep informed of and ensure compliance with the UIL rules and EPISD Rules and Regulations.
13. Monitor and enforce student eligibility criteria for extracurricular participation.
14. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

Student Management

15. Accompany and supervise student athletes during athletic competitions.
16. Instruct and advise students on NCAA regulations regarding academic requirements for scholarships and recruiting practices.
17. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property.
18. Encourage by example and through instruction, sportsmanlike conduct in the phases of athletic participation.

Communication

- 19. Plan, organize, schedule, and conduct preseason parent meetings.
- 20. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- 21. Keep Principal, Athletic Director, and Campus Coordinator informed of the aspects of sports programs.

Administration

- 22. Assist in selection of equipment and instructional materials.
- 23. Compile, maintain, and file the reports, records, and other documents required.
- 24. Maintain a current inventory of the fixed assets within program.
- 25. Oversee process of cleaning, repairing, and storing the campus athletic equipment.
- 26. Attend meeting as designated by the Principal, Athletic Director, High School Coach and Campus Athletic Coordinator.
- 27. Continue professional growth by attending clinics, High School Coaches meetings, practices and games.

Supervisory Responsibilities

Supervise assigned student athletes and managers

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent districtwide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

Terms of Employment

Days vary annually; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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