



Longview Independent School District

JOB DESCRIPTION **ASSISTANT TENNIS COACH**

JOB TITLE:	Assistant Tennis Coach	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Athletic Director and Campus Principal	TERMS:	187 Days (Part-Time)
DEPARTMENT:	Athletic	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Under the direct supervision of the Director of Athletics and the general supervision of the building principal, the tennis coach organizes, coordinates, and promotes a comprehensive program of tennis instruction that is designed to meet the needs and interest of the school community. Additionally, the tennis coach coordinates tennis programs in the district.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from an accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

Valid Texas Commercial Driver's License (Class B)

Special Knowledge and Skills:

- General knowledge of coaching techniques and procedures
- Knowledge of University Interscholastic League (UIL) rules
- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications and interpersonal skills
- Strong problem solving skills

Minimum Experience:

Minimum two years experience as a coach and teacher



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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

Program Management

4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis
5. Take all necessary precautions to protect student athletes, equipment, materials and facilities
6. Keep informed of and ensure compliance with all UIL rules
7. Monitor and enforce student eligibility criteria for extracurricular participation
8. Work with Director of Athletics to schedule competitions and coordinate arrangements
9. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings

Student Management

10. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips
11. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices
12. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Student Management (continued)

13. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation

Communication

14. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers

Administration

15. Assist in selection of equipment and instructional materials
16. Compile, maintain, and file all physical and computerized reports, records and other documents required
17. Maintain a current inventory of all fixed assets within program
18. Oversee process of cleaning, repairing, and storing all campus athletic equipment
19. Plan, organize, and implement the teaching of fundamentals, strategies, rules, and proper conditioning of the game
20. Plan and coordinate tennis schedules and in preparing weekly game reports
21. Conduct weekly grade checks on all tennis players
22. Plan and coordinate tennis awards banquets, etc.

Other

23. Comply with district policies, as well as state and federal laws and regulations
24. Adhere to the district's safety policies and procedures
25. Maintain confidentiality in the conduct of district business



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other (continued)

26. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
27. Demonstrate regular and prompt attendance
28. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned assistant coaches and student athletic assistants

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; frequent district-wide travel; frequent state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to frequently to occasionally lift 25 to 50 pounds; outdoor exposure to sun and heat.



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EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2017