

**CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS SCHOOL DISTRICT
Department of Athletics**

JOB DESCRIPTION – HEAD TENNIS COACH

Head Coach General Criteria

The following general criteria will be used but not limited by in selecting a coach:

- Coaches will uphold the dignity, honor and integrity of the coaching profession.
- Coaches will emphasize the importance of academics in their student's daily lives.
- Coaches will demonstrate, encourage and promote good sportsmanship amongst teammates, coaches, opponents, officials and fans.
- Coaches will create an atmosphere that is safe for all participants.
- Coaches will take an active role in the prevention of the use of drugs, alcohol and tobacco.
- Coaches will adhere to all Ohio High School Athletic Association (OHSAA), Lake Erie League (LEL) and Cleveland Heights – University Heights School District rules and guidelines.
- Coaches will obtain and maintain current CPR, PAV and Fundamentals of Coaching certifications.
- Coaches will teach proper sport specific skills and techniques.
- Coaches will utilize effective and appropriate communication skills with students, parents, alumni and the general community.
- Enforce consistent discipline that reinforces positive behavior and personal decisions.

Tennis Specific Duties

- Oversee, direct and manage an assistant coaching staff.
- Develop and implement a coaching philosophy as well as a set of expectations for all aspects of the program.
- Coordinate and supervise team travel to and from meets and practices.
- Ensure adequate and appropriate supervision in all locker room situations.
- Maintain an open line of communication with the athletic trainer and team doctor.
- Create and stay within a detailed budget plan for each season.
- Review grades and progress reports of athletes in an effort to promote academic achievement.
- Inventory all equipment.
- Maintain up to date and accurate rosters for Freshman, Junior Varsity and Varsity squads.
- Report all statistics and final scores to required media outlets.
- Develop a detailed practice plan for each practice session emphasizing appropriate and safe techniques.
- Coordinate with local racquet clubs for indoor practice use.

- Coordinate with the Cleveland Heights Recreation Department for use of Cain Park and Forest Hills for practice and competition use.
- Conduct study tables and after school programming on late practice slot days.
- Promote and assist athletes with the college recruiting process.
- Promote at least one charitable cause once a year for all athletes to participate in.
- Develop off-season programs for strength training and conditioning.
- Make recommendations for the Varsity/JV competition schedule.
- Attend OHSAA seed meeting for post-season meet and enter all athletes as required for competition.
- Attend all Northeast Ohio Tennis Association meetings.
- Be visible in the youth program, elementary schools and middle schools.
- Coordinate end of season awards and attend all banquets.
- Communicate any and all concerns, issues or problems immediately to the athletic director.
- All other duties as assigned by the athletic director.

Qualifications

- Bachelor's degree in education from an accredited college or university preferred
- Appropriate State of Ohio teaching certification/license preferred
- Appropriate student activity certificate
- First-aid certification
- CPR certification
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport
Prior supervision of specific sporting program, budget, inventory and transportation preferred
- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking

Equipment Operated:

- Telephone
- Computer/printer
- Motor vehicle
- Calculator
- Television
- VCR
- Camcorder

- Stopwatch
- Scoreboard

Additional Working Conditions:

- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional travel
- Occasional weekend/evening work
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see (including color vision), read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.