

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

**Position:** Assistant Tennis Coach

**Reports to:** Head Coach/Athletic Director/Principal

**Employment Status:** Regular/Part-time

**Description:** To assist the Head Coach with the implementation of the varsity program. To help organize practices, review game strategies and deal with student athletes

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Assist with issuing equipment and keep accurate records of all equipment issued
- Assist with collection, inventory, distribute and procure all equipment
- Assist with assignment of lockers and oversee the condition of the locker room
- Attend coaches meetings
- Assist players in the care and prevention of injuries
- Attend rules interpretation meetings as appropriate
- Assist with instruction of players in the proper use of strength training equipment, training and nutrition
- Assist with preparation of facilities for all practice sessions
- Assist with schedule, plan and conduct all practice sessions and scrimmages
- Assist with development and enforce training rules
- Assist with organization of filming of all games
- Assist with presentation and discussion of films from previous games/scrimmages
- Assist with review and evaluate all game films
- Assist with schedule and conduct meetings to discuss future opponents
- Assist with communication with classroom teachers to determine the academic achievement level of each player
- Assist with participation in awards program
- Assist with instruction and supervision of managers in game and practice preparation
- Assist with evaluation of players after each game and at the end of the season
- Assist with supervision of player conditioning
- Check, repair and fit equipment
- Supervise players in daytime practices, meetings, lunch and locker room activities
- Supervise players on bus trips to away games/scrimmages
- Assist with preparation of offensive and defensive strategies
- Attend varsity games
- Participate in public relations activities

- Attend clinics, camps and seminars
- Attend off-season physical conditioning
- Maintain respect at all times for confidential information, e.g., playbacks, scouting reports, etc.
- Interact in a positive manner with staff, students and parents and officials
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Travel to and from games
- Report injuries to head coach or athletic trainer
- Teach proper techniques and fundamentals

**Other Duties and Responsibilities:**

- Scout for players
- Assist with correspondence with college and university personnel to assist players in acquiring athletic scholarships
- Assist head coach with players to meet necessary requirements regarding insurance, physicals, emergency medical card, eligibility forms, and athletic waivers
- Record attendance at practices
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Head Coach and/or athletic director

**Qualifications:**

- Bachelor's degree with team sport courses preferred
- CPR certification within four weeks of employment
- Pupil activity certification including Fundamentals of Coaching and Concussion Management certifications
- Alternative to the above qualification 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
- Ability to teach specific sports techniques in a safe manner
- Annual hazardous materials training
- Annual bloodborne pathogens training

**Equipment Operated:**

- Telephone
- Computer/printer
- Copier

- Motor vehicle
- Calculator
- Television
- VCR
- Camcorder
- Weight equipment
- Sport specific equipment

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle
- Occasional interaction among unruly children
- Occasional requirement to travel
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Occasional requirement to operate school district vehicle

*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.*