

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Girls Junior Varsity &amp; Varsity Tennis Coach</b>
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<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY LEVEL:</b>	<b>Per Master Contract</b>
<b>LOCATION:</b>	<b>Plymouth Community High School</b>
<b>REPORTS TO:</b>	<b>Athletic Director</b>
<b>LENGTH OF WORK:</b>	<b>Pre-season, season, and post-season of the activity during the year.</b>

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

- I. General Responsibilities**
- A. To provide leadership, supervision and set examples to the Girls Tennis Program.
  - B. Stay knowledgeable on NLC, IHSA and USTA rules and regulations.
  - C. Attend clinics whenever possible to learn new ideas and to stay informed.
  - D. Be a member of the IHSTCA and keep correspondence current.
  - E. Inventory and maintain equipment.
  - F. Check with Athletic Director on new equipment, schedules and tournaments.
- II. Pre-Season**
- A. Register all interested athletes.
  - B. Hold a pre-season meeting.
  - C. Explain all school and athletic regulations.
  - D. Explain what is expected from tennis players as people and athletes.
  - E. Make sure every athlete has a physical, code of conduct, and emergency medical form on file.
  - F. Check with Athletic Director on schedules and transportation times.
  - G. Turn into the Athletic Director a roster for eligibility purposes and practice schedule.
  - H. Attend IHSA rules meeting.
- III. Season**
- A. Arrange all practices.
  - B. Issue all equipment and keep records of each individual's equipment responsibilities.
  - C. Apply discipline in a firm, fair and positive manner.
  - D. Be responsible for every practice and every match.
  - E. Be responsible for equipment at every home match.
  - F. Keep in touch with park superintendent about schedule and tournaments.
  - G. See that facility regulations are understood.
  - H. Make sure players conduct themselves in a proper manner on and off the court. Make sure our players treat their opponents with respect.
  - I. Handle all press releases.
  - J. Establish goals with the team and individual players.
  - K. Be the last one to leave the locker room and make sure all doors are locked.
  - L. Keep the Athletic Director informed at all times about program.
- IV. Post-Season**
- A. Make sure all equipment is turned in, cleaned and stored away.
  - B. Turn in inventory to Athletic Director.
  - C. Inform Athletic Director on letter winners and special awards.
  - D. Hold banquet for parents and players for all awards.

- E Evaluate season, suggest any changes and order any needed uniforms for next season.**

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must be physically able to demonstrate the sport or activity, including lifting all equipment as required by the activity. This is to include games and practice.

The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The noise level in the work environment is usually loud.**

**The work environment may be indoors and/or outdoors.**

**There are no environmental hazards indicated for this position.**

**TERMS OF EMPLOYMENT:**

**Pre-season, Season, and Post-season of the activity during the year. Salary as per Master Contract.**

**EVALUATION:**

**Annually.**

*Revised 1/19/01*