



JOB DESCRIPTION  
**MIDDLE SCHOOL VOLLEYBALL**  
**MS Activities**

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**POSITION GROUP:** ETA

**POSITION TITLE:** Middle School Volleyball

**DEPARTMENT:** MS Activities

**REPORTS TO:** Building Administrator

**SUPERVISES:** N/A

**POSITION GOAL(S):**

To build and maintain a quality volleyball program, focusing on best-practice, student-focused instruction and providing opportunities for students.

**JOB DUTIES / ACCOUNTABILITIES:**

1. Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
  2. Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
  3. Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
  4. Maintain and keep inventory for uniforms and equipment associated with the activity.
  5. Coordinate uniform and equipment distribution and collection.
  6. Coordinate and arrange for setup needs for practices/contests for the activity.
  7. Demonstrate prompt and regular attendance.
  8. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
  9. Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
  10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
  11. Apply and enforce student discipline in accordance with the Student Code of Conduct and appropriate student handbook.
  12. Manage and maintain records of the finances for the activity.
  13. Supervise students while waiting for rides.
  14. Maintain record-keeping and first aid supplies for the activity.
  15. Maintain and complete records relative to student participation and equipment inventory.
  16. Schedule and coordinate tryouts, making and communicating cuts as needed.
  17. Monitor and enforce academic eligibility.
  18. Complete U-46 GCN concussion training and protocol.
  19. Promote the volleyball program through various forms of marketing and communication methods (i.e. flyers, website, announcements, social media, promotional items).
  20. Ensure the safety and security of students through proper supervision of the site, building or areas being used for the volleyball program, including locker rooms if utilized.
  21. Provide for the safety of all participants and spectators at all times.
  22. Coordinate, schedule, and communicate practice schedules, games, or events to all stakeholders (students, staff, administration, parents and community).
  23. 80 hours of student contact (practices or contests).
  24. 10 contests.
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### **EXPERIENCE / KNOWLEDGE:**

1. Previous coaching experience preferred.
2. Knowledge of volleyball rules and regulations and instructional best practices preferred.
3. CPR/AED and First Aid certification recommended.
4. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
5. Strong communication, public relations, and interpersonal skills.
6. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
7. Display courtesy, tact, and respect when dealing with others.
8. Maintain appropriate confidentiality.
9. Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
10. Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
11. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
12. Spanish language skills preferred.

### **EDUCATION:**

1. Bachelor's Degree in Education preferred
2. Appropriate Professional Educators License (PEL) preferred

-OR-

3. High School Diploma required
4. Related coursework and/or previous related experience required

### **PHYSICAL DEMANDS:**

1. Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment.
2. Must work in noisy and crowded environments.
3. Public contact requiring appropriate business-like apparel.

### **TERMS OF EMPLOYMENT:**

Student opportunities will either remain the same, not be offered, or require modification to adjust to environmental restrictions. Positions and stipends will also be adjusted to reflect these changes.

For Non-ETA Coaches: this position is for the upcoming season only. Salary and benefits as established by the Board of Education.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel.



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**JOB DESCRIPTION CREATION / REVISION DATE:** 08/23/2021

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_