

<u>Position / Title:</u> MS Volleyball	
<u>Bargaining Unit:</u> ETA	<u>Department/Location:</u> MS Athletics
<u>Work Days:</u> N/A	<u>Reports To:</u> Building Administrator
<u>JD Revision Date:</u> 05/22/2024	<u>Supervises:</u> N/A

Function / Position Summary

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

Job Duties / Responsibilities

- 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.
- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Maintain and keep inventory for uniforms and equipment associated with the activity.
- Coordinate uniform and equipment distribution and collection.
- Coordinate and arrange for setup needs for practices/contests for the activity.
- Demonstrate prompt and regular attendance.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and appropriate student handbook.
- Manage and maintain records of the finances for the activity.
- Supervise students while waiting for rides.
- Maintain record-keeping and first aid supplies for the activity.
- Maintain and complete records relative to student participation and equipment inventory.
- Schedule and coordinate tryouts, making and communicating cuts as needed.
- Monitor and enforce academic eligibility.
- Complete U-46 GCN concussion training and protocol.
- Promote the volleyball program through various forms of marketing and communication methods (i.e. flyers, website, announcements, social media, promotional items).
- 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.
- Provide for the safety of all participants and spectators at all times.

- Coordinate, schedule, and communicate practice schedules, games, or events to all stakeholders (students, staff, administration, parents and community).
- 80 hours of student contact (practices or contests).
- 10 contests, plus the possibility of a championship game.

Education

- Bachelor's Degree in Education preferred
- Appropriate Professional Educators License (PEL) preferred
-OR-
- High School Diploma required
- Related coursework and/or previous related experience required

Experience / Knowledge

- Previous coaching experience preferred.
- Knowledge of volleyball rules and regulations and instructional best practices preferred.
- CPR/AED and First Aid certification required.
- 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.
- Strong communication, public relations, and interpersonal skills.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- 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.
- Spanish language skills preferred.

Physical Demands

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

Terms of Employment

- This is an Appendix F stipend position in accordance with the school year calendar.
- For Non-ETA coaches, this position is for this year only.
- Terms of employment will be determined in collaboration with the middle school athletic/activity director and building administration.

Employee Signature: _____ **Date:** _____