



# HEAD COACH

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## To Apply

**Posted:** September 21<sup>st</sup>, 2021/Open until filled

**Position Title:** Head Tennis Coach

**Start Date:** Spring 2022

**School:** Cascade Christian High School

**Location:** Medford, OR 97504

**School Website:** [www.gracechristian.org](http://www.gracechristian.org)

**Athletic Website:** [www.challengerathletics.com](http://www.challengerathletics.com)

**Contact Person:** Kaylene Brown, Human Resources

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**Contact Email:** [kbrown@gracechristian.org](mailto:kbrown@gracechristian.org)

**Apply online:** [www.gracechristian.org/about-us/employment](http://www.gracechristian.org/about-us/employment)

## Job Description

**Title:** Head Tennis Coach

**Status:** Exempt Employee/Classified Salary

**Reports to:** Athletic Director

**General Description:** The Head Coach is responsible for directing and developing the total secondary school program for his/her assigned sport, including varsity and non-varsity levels. The Head Coach works under the supervision of the Athletic Director and the High School Principal (or designee).

## QUALIFICATIONS:

### Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard in faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of studying God's word, memorization, prayer, witnessing, and unity in the Body of Christ.
- Has the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Supports schools' mission, vision and core values.

### Knowledge and Experience

- While it is preferable that a head coach be a member of the Grace Cascade Christian Schools staff, a member of the community may be selected who meets the professional and spiritual qualification for the job.
- Possesses expertise in the specific sport.

- Is capable and able teacher of the sport.
- Knows and practices effective game strategy.
- Motivates and cultivates the best in his/her players.
- Provides positive leadership.
- Consistently exhibits a positive attitude toward life and toward people.
- Maintains a positive attitude in discipline and team structure.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation of the sport to students, parents, and the community.
- Is experienced both in playing and coaching the assigned sport.
- Is self-motivated and well organized.
- Works successfully with students and staff.
- Demonstrates flexibility.
- Welcomes counsel and criticism.
- Communicates effectively with television, radio, and print media.
- Maintains active certification through the NFHS Coaches Certification Program.
- Possesses and maintains a current First Aid Card, Cardiopulmonary Resuscitation (CPR) training.
- Participates in annual trainings regarding concussion management and Mandatory Reporting of Abuse and Neglect (per ORS 419B.010).

## **ESSENTIAL FUNCTIONS**

### **Spiritual Leadership**

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Incorporates prayer time into classroom as appropriate.
- Encourages students to accept God's gift of salvation and supports their growth in Christian faith.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration and staff.

### **Coaching Responsibilities**

- Provides over-all supervision of the total secondary program for his/her sport.
- Selects and recommends candidates for assistant coach position(s) in collaboration with the Athletic Director.
- Determines the assignments/duties of assistant coaches working in his/her sport.
- Supervises any assistant coaches for his/her sport and participates with the Athletic Director in the evaluation of assistant coaches.
- Communicates regularly with Athletic Director concerning parent, student and staff concerns.
- Selects players to comprise team for his/her sport.
- Confirms that each player has had physical exam and adequate insurance coverage as specified by the Oregon Student Activities Association (OSAA).
- Is responsible for the actions, conduct and dress of his/her team whenever they are under his/her jurisdiction.
- Ensures adequate supervision of all participants to and from a practice or activity (until all have left the campus for home).
- Can transport students, when appropriate.
- Takes appropriate measures to make sure that the team play areas, shower and locker rooms

are clean and safe for participation and left in good order after use.

- Maintains self-control in practice and in games.
- Maintains team and individual discipline and demonstrates effective self-discipline.
- Shows no favoritism. Imposes firm but fair limits that apply to all.
- Is consistent in expectations and follow through with students and coaching staff.
- Communicates school academic eligibility standards to team members on a regular basis and monitors student eligibility weekly.
- Follows the law with respect to the mandatory reporting of child abuse (ORS 419B.010).

### **Administrative Duties**

- Schedules all practice periods through the Athletic Director or the Athletic Assistant and confine all practices to the scheduled times.
- Completes the inventory checklist for all equipment for his/her sport at the beginning and end of each season.
- Ensures the general upkeep, care and protection of equipment.
- Completes written Head Coach Review and provides it to the Athletic Director before the evaluation conference at the end of each season.
- Informs the Athletic Director of equipment needs and submits the proper purchase requests.
- Builds good sportsmanship and public relations within the school family
- Knows and complies with OSAA, league and school policies.
- Arranges travel for team in cooperation with Athletic Director or Athletic Assistant. Obtains authorization from Athletic Director when departure times for trips impinge on the instructional day.
- Coordinates fundraising efforts specific to assigned sport with Athletic Director. All fundraising activities must be pre-approved by the high school principal.
- Makes recommendations for letter awards.
- Keeps accurate records for the school and the league.
- Complete all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.
- Performs other duties consistent with the position assigned as may be requested by the Administration.

### **Physical Demands**

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time
- Exhibit manual dexterity to dial a telephone, enter data into a computer
- See and read a computer screen and printed material with or without vision aides
- Hear and understand speech at normal classroom levels outdoors and on the telephone
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone
- Physical agility to lift up to 25 pounds
- Ability to bend, stoop, climb stairs and reach overhead

**Note:** This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.

I have read and understand this job description and will retain a copy for my records.

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