



## **JOB DESCRIPTION FOR ATHLETIC COACH 2022-23**

**CLASSIFICATION:** Exempt  
**REPORTS TO:** Athletic Director  
**DATE:** December 14, 2021

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### **Purpose**

The purpose of this position is to support the school's mission statement by helping to develop well-rounded young men and women who demonstrate Christ-like humility and selflessness coupled with confidence and poise on the field of play.

### **Summary**

This position performs all activities necessary to carry out the aims and objectives of the sport as outlined and directed by the Program Director. This includes emphasizing and encouraging a balanced approach to faith, family, academics and sports; providing training and coaching to enable students to perform with excellence and self-discipline for future Kingdom service; and supporting an athletic culture that demands honor and respect while representing the cause of Christ well in all its activities.

### **Supervision Received and Exercised**

The Coach receives direction from the Head Coach and Program Director. However, personnel decisions and the formal reporting relationship will lie with the Athletic Director. The Coach must exercise judgment that is in keeping with the School's philosophy of education and sports, beliefs and values, and with the approved approach to discipline.

The Coach exercises functional supervision over student athletes, team managers, and trainers.

### **Work Schedule**

This is a part-time, seasonal position. The exact daily work schedule is driven by practice times and team events. Travel to athletic events off campus is required.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions	Percentage of Time Spent
<p><b>Spiritual Leadership</b></p> <ul style="list-style-type: none"> <li>• Study the Bible, God’s only written Word</li> <li>• Skillfully articulate the personal/ethical implications of a lifelong faith commitment</li> <li>• Measure knowledge against the standard of God’s revealed truth in Scripture</li> <li>• Actively participate in the explicitly religious components of the student and community programs</li> <li>• Demonstrate an overt commitment to the life of a church and its core traditions</li> <li>• Respect the School’s Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the classroom</li> <li>• Be a positive role model for students by supporting the school’s Statement of Faith and exemplifying the Portrait of a Geneva Teacher</li> <li>• Perform duties as a minister and steward of the Christian faith</li> </ul>	<p>These job functions are performed concurrently with those listed below</p>
<p><b>Athletic Leadership</b></p> <ul style="list-style-type: none"> <li>• Assists the Program Director in carrying out responsibilities for the sports program as a whole</li> <li>• Exhibit loyalty to the Head Coach, Athletic Director and to the school</li> <li>• Working with the Program Director and/or Head Coach, design a program that challenges students to train and compete with excellence while developing godly characteristics</li> <li>• Attend all staff meetings and carry out assignments in a timely manner</li> <li>• Working with the Program Director and/or Head Coach, assess player’s skills and make team assignments</li> <li>• Adequately prepare for practices, meetings and contests</li> <li>• Plan for or assist in planning and setting-up activities, practices, games and transportation for players</li> <li>• Maintain necessary records and complete required paperwork in the time specified</li> <li>• Understand, embrace, interpret and apply Geneva School’s policies, procedures, and regulations affecting school operations and programs in accordance with school culture</li> <li>• Contribute to the enforcement of school rules and student discipline</li> <li>• Comply with league rules and regulations</li> </ul>	<p>20%</p>

Essential Job Functions	Percentage of Time Spent
<p><b>Athletic Coaching</b></p> <p><i>Coach:</i></p> <ul style="list-style-type: none"> <li>• Work within the basic framework and philosophy of the Program Director</li> <li>• Articulate and maintain standards of student behavior to achieve a climate conducive to learning and respect</li> <li>• Consistently implement and hold Geneva student athletes accountable in accordance with the GSB Athletics Handbook</li> <li>• Develop a regular practice schedule and organize practice times to provide both individual and team development</li> <li>• Support a team environment which demands honor and respect both on and off the field of play</li> <li>• Coach and instruct players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport</li> <li>• Observe players, during competition and practice, to determine the needs for the individual or team improvement</li> <li>• Determine game strategy based on the team’s capabilities</li> <li>• Create opportunities to meet with student athletes as a team and one-on-one to provide feedback, counseling, Christian discipleship, or to address issues</li> <li>• Supervise students in locker rooms at home and away games to encourage respectful, Christ-like behavior by Geneva athletes</li> <li>• Instill in each player a respect for equipment, school property, and the proper set-up, use and storage of the equipment</li> <li>• Comply with league rules and regulations</li> <li>• Instruct team members as to changes in the rules and teach fundamentals of the sport as outlined by the Head Coach</li> <li>• Ensure that medical and safety requirements are followed at all times</li> <li>• Model non-discriminatory practices in all activities</li> </ul> <p><i>When serving as the Assistant Coach for the team, the Coach will assist and support the Head Coach with these responsibilities.</i></p>	50%
<p><b>Managing Equipment and Facilities</b></p> <ul style="list-style-type: none"> <li>• Respect time allotted for practice as determined by the Program Director and/or Head Coach</li> <li>• Maintain a safe environment and facilities for student athletes at all times</li> <li>• Assist with annual inventory of and the issuance and collection of equipment, uniforms, etc.</li> <li>• Provide proper safeguards for maintenance and protection of assigned equipment</li> <li>• Secure all equipment, supplies, locker rooms, and other assigned areas after practice and games</li> <li>• Assist and participate in general cleanliness of facilities and responsibility for upkeep of facilities</li> </ul>	15%

Essential Job Functions	Percentage of Time Spent
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Initiate and support a culture of partnership with parents, appropriately involving them in the athletic program, communicating effectively with them, and ensuring openness and sensitivity to parental concerns</li> <li>• Respect the administrative chain-of-command by referring requests and/or grievances through proper channels</li> <li>• Regularly and consistently communicate conflicts and concerns with Athletic Director</li> <li>• Send out a weekly parent email discussing relevant information and updated weekly game and practice information</li> </ul>	15%
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Demonstrate commitment and loyalty to the School and the coaching profession through speech, punctuality, dress, attitude, and attention to duties</li> <li>• Present a consistent and reliable demeanor to students</li> <li>• Collaborate with staff, co-workers, and administration in a cooperative, professional atmosphere</li> <li>• Accept constructive feedback to affect personal and professional growth</li> <li>• Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations</li> <li>• Attend and participate in faculty meetings and staff development activities, as required</li> <li>• Comply with the policies in the Geneva School Employee Handbook</li> <li>• Perform other duties as assigned</li> </ul>	These job functions are performed concurrently with those listed above.

**Essential Requirements**

- A disciple of Jesus Christ and, as such, one who models a love for God through obedience to His Word. Such obedience is evidenced through convictions, lifestyle and worldview.
- A full and unreserved supporter of Geneva School’s Statement of Faith
- A mentor of students, comfortable in working with teenagers in a discipleship-oriented setting
- Experience as a player or a coach of the sport
- A holder of a Bachelor’s degree or its equivalent
- In good standing with TAPPS, governing body for Geneva athletics

**Required Abilities**

- Exhibit consistent Christian maturity
- Exercise wisdom, diplomacy and integrity while maintaining a high level of professionalism
- Communicate clearly and effectively, both orally and in writing
- Apply behavioral standards justly with patience and consistency
- Demonstrate commitment to the well-being of others
- Maintain highest level of confidentiality in all matters relating to students, families and fellow employees
- Take independent action where required and handle unique problems
- Multi-task with the ability to adapt quickly to changing situations
- Make decisions in emergency situations with or without the input of the RS Headmaster

**Required Technical Knowledge**

- Rules, regulations, strategies, and techniques of the sport
- Coaching techniques
- Valid State of Texas driver's license
- Proficient in MS Word and Outlook
- Type at a speed necessary for successful job performance

**Preferred Experience and Abilities**

- A minimum of two years of experience as an athletics coach in the sport
- Knowledge of and experience with the philosophy of classical Christian education

**Work Environment**

- Gymnasium and athletic fields on open school campus
- Employee may be exposed to bodily fluids and/or blood borne pathogens

**Physical and Mental Requirements**

- Regular walking with ability to observe all students movements in the athletic facilities, on the fields, and other campus locations
- Vision: close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Speaking: expressing ideas by means of the spoken word to convey instructions to students, parents and other employees
- Occasional lifting of 5 to 100 pounds
- Ability to access other school facilities and offices on campus
- Movement:
  - Frequently required to jump; stretch; squat; bend; reach with arms and hands; and stand for extended periods of time
  - Occasionally required to stoop, kneel or crouch, and climb stairs
- Driving the school's buses as needed
- Maintain emotional control under stress; work prolonged or irregular hours

**Work Environment**

- Open school campus
- Gymnasiums
- Athletic fields
- Employee may be exposed to bodily fluids and/or blood borne pathogens

### **Physical Requirements**

- Vision: close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Talking: expressing ideas by means of the spoken word to convey instructions to students, parents and other employees
- Movement:
  - Frequently required to jump; stretch; squat; bend; reach with arms and hands; and stand for extended periods of time
  - Occasionally required to stoop, kneel or crouch, and climb stairs
- Driving the school's buses as needed
- Occasional lifting of up to 50 pounds
- Walking to other school buildings and offices on campus

*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*