



TITLE: Head Tennis Coach

REPORTING TO: Athletic Director

STATUS: Exempt

EMPLOYEE CLASSIFICATION: Seasonal

STIPEND: \$15,000

SUMMARY The Head Coach advances the mission of Servite High School by serving as the primary individual responsible for fostering and maintaining a successful, ethical program instilled with the charism of the Servite Order and the virtues of the Catholic faith. The Head Coach plays a significant role in influencing the culture of the school and therefore, must willingly accept the responsibility of intentionally and collaboratively ordering this influence toward the vision of Servite High School.

** In addition to the stipend provided for this position, qualified candidates may have the opportunity to transition into full-time employment, where the stipend amount will be added to the salary package.

Essential Duties

Leadership:

- Demonstrate servant leadership by embracing and modeling the virtues of the Catholic faith and the charism of the Servite Order.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Be a representative of Servite and the program by being present at school functions and meetings.
- Enforce and adhere to school & athletic department policies.
- Work collegially with the Athletic Administration, support staff, and fellow coaches.
- Act as a Christian witness through the active development of a relationship with Jesus and by participating in school liturgical services and retreats.
- Respect personal privacy and maintain the confidentiality of privileged information.
- Lead a program that is goal-oriented, success-driven, and puts formation at the forefront.
- Promote and maintain a culture of respect and understanding throughout the program.

Formation:

- Be an excellent example to Servite students by incorporating the Servite formation themes into all aspects of personal and professional life.
- Uphold policies and protocols set forth by the school and hold all athletes to the standards set forth by the Formation Program.
- Promote a favorable image of all aspects of the school. Encourages community partnerships that enhance the Formation Themes and the mission of forming Faith-Filled Leaders.

- Encourage academic excellence throughout the program.
- Encourage student athletes' involvement in other programs and service opportunities throughout the school and in the greater community.
- Actively develop relationships with all faculty & staff with the primary goal of ensuring that players are succeeding spiritually, morally, and academically.
- Understand the Catholic vision of "parents as primary educators" and develop and maintain methods of partnering with parents in the formation of their sons.

Program Building and Coaching:

- Develop a program that provides participants with an experience that gives them every opportunity to grow as an athlete and a well-rounded Servite student.
- Provide fundamental expertise in coaching the assigned athletic activity, which prioritizes athletes' health, safety, and well-being.
- Maintain a thorough knowledge of NFHS, CIF, and Trinity League rules and regulations.
- Develop a process for and maintain regular communication with all stakeholders (e.g., players, coaches, parents, administration, etc.).
- Create and maintain a year-long calendar that includes practices, weightlifting, off-season training, team-building activities, and community service.
- Organize and lead practice and game schedules. Coordinate schedules with the Athletic Office.
- Take responsibility for the development of off-season activities, including summer conditioning.
- Encourage student involvement in program activities. Assist students and parents in understanding program objectives and expectations.
- Organize team tryouts. Maintain the integrity of the selection process as defined in our Athletic Manual (if applicable).
- Maintain up-to-date records, including but not limited to game scores, program records, athlete awards, team awards, etc.
- Coordinate with the Athletic Department to review student-athlete eligibility.
- Assist students throughout the college recruiting process.
- Oversee the inventory, care, maintenance, and storage of all equipment and supplies.
- Communicate and collaborate with the Strength and Conditioning coach and the Medical team to ensure optimal student-athlete performance.
- Work in conjunction with the medical staff to assist in the prevention and treatment of injuries. Ensure all medical authorization forms are on file and readily available. Promptly document all injuries that require medical staff attention.
- Serve as the teacher of record and fulfill all teaching responsibilities (e.g. attendance, lesson planning, grading, etc.) for the athletic period and any additional sections as assigned by the Principal or Athletic Director.
- Actively encourage and participate in annual professional development opportunities.

Staff Management:

- Ensure that all staff behavior is aligned with the mission and vision of Servite High School and the philosophy of the formation program.
- Identify, recruit, onboard, and retain coaching staff on all levels.
- Create clear job descriptions and expectations for each staff member.
- Conduct post-season evaluations.
- Maintain complete and accurate HR records.
- Organize annual professional development opportunities for the entire staff.
- Provide professional coaching attire for coaches at all levels.

Budget & Finance:

- Demonstrate responsible stewardship by preparing and adhering to an annual balanced budget, projecting revenue and expenses for each school year. Budgets will be approved by the Athletic Director.
- Maintain accurate records and submit reports in a timely manner.
- Adhere to all business office policies and procedures regarding purchases and deposits.
- Maintain a complete financial record of deposits and expenditures.

Advancement (Alumni Relations, Fundraising, Communication):

- Serve as an ambassador to the entire Servite community to advance the mission of the school.
- Develop youth programming, including but not limited to youth camp, youth strength and conditioning, etc.
- Communicate with the Athletic Department to recommend and promote student-athletes for awards and recognition.
- Support social media marketing efforts focused on the program and the school at large.
- Secure the production of game programs & advertisements annually.
- Gain approval and coordinate all fundraising efforts with the Sr. Director of Advancement and the Athletic Director.
- Work with the Advancement office to maintain communication and engagement with alumni.
- Be available at the request of the President or Sr. Director of Advancement to attend fundraising events to help support the school.

Facilities and Scheduling:

- Collaborate with the Athletic Director on all issues related to program-specific facilities.
- Review procedures and schedules prior to the start of the regular season.
- Enforce all procedures that create and maintain attractive, organized, functional, clean, and safe facilities.
- Submit game schedules to the Athletic Director for officials and bus schedules.
- Communicate facility usage to the athletic department.
- Coordinate with the athletic department to secure transportation.
- Create game management staffing plans.

ADDITIONAL ESSENTIAL FUNCTIONS:

- Ability to work independently with minimal or no supervision
- Ability to communicate effectively with stakeholders and coworkers
- Ability to work cooperatively with others
- Ability to accept direction and constructive criticism
- Ability to complete tasks in a timely manner
- Ability to effectively multitask and manage multiple projects
- Ability to maintain consistent attendance and punctuality
- Current in all required NFHS Certificates.
- Must maintain current standard first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certifications.
- Perform other duties that are within the scope of employment as assigned

SUPERVISORY RESPONSIBILITIES: Supervise employees and student-athletes to ensure work is completed to the highest level of technical and professional standards. Carries out such supervision in accordance with school policies and applicable laws. As needed, perform and provide input regarding employee interviewing, hiring, training, evaluation, and discipline, as well as assigning and directing work.

QUALIFICATIONS: To successfully perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum of a Bachelor's Degree
- Experience and/or expertise in the related field
- An understanding of the Catholic Church is *preferred*
- An understanding of secondary education is *preferred*

PHYSICAL DEMANDS: Must be able to work within various degrees of noise, temperature, and air quality. Work surfaces will vary from concrete to grass to hardwood floors. Job responsibilities and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Evening and weekend work will be expected. Must be able to work under stressful conditions.

REASONABLE ACCOMMODATIONS. Servite will provide reasonable accommodations to qualified individuals with a disability in order to enable them to perform the essential functions of this job.

REQUIRED DOCUMENTS FOR APPLICATION

1. Cover Letter articulating the reason for your interest in the position
2. Resume
3. Names and contact information for three employer references. Please note the working relationship.

SUBMISSION PROCESS

- Please send all three documents to Athletic Director, Matt Marrujo, at mmarrujo@servitehs.org.

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