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Head Coach Middle School Swimming

Position Summary/Goal: The Head Coach will facilitate and enhance communication and collaboration between and among the Erie School District and parents, students, and community centers. The Head Coach will promote a positive school culture and foster academic excellence and exemplify good character for the individual athlete. Furthermore, the Erie School District expects the Head Coach to be a positive role model, a mentor to student-athletes, and embrace all concepts of good citizenship.

Term of Employment: 12 month position

Schools/Location:

- Combined Position- East, Strong Vincent, and Wilson Middle Schools.

Reporting Relationships:

- High School Varsity Head Coach, Assistant Athletic Director
- Reports to Building Principal

Qualifications:

- Head coaching experience at the high school or middle school level.
- Evidence of leading a successful middle school or high school swimming program.
- Ability to transition student athletes to the next competitive level (ability to articulate concrete examples and procedures regarding the transition of student athletes to the next competitive level).
- Must hold a Water Safety Instructor certificate and/or a Lifeguard Certificate from a PA Department of Health provider.
- Develops a regular practice schedule and organizes practice time to provide both individual and team development.
- Determines meet strategy based on the capabilities of the team and individuals.
- Evidence of practice plans developed in prior coaching positions.
- Must hold or obtain FBI, Criminal Check, and Child Abuse Clearances.
- Working knowledge of Erie School District policies, procedures, and organizational structure.
- Must possess strong interpersonal skills and communication skills.
- Urban student experience a plus.
- Knowledge of current trends, tactics, strategies, and skills of the post.

Special Requirements:

- Must complete all Coaching Education requirements of the PIAA and PDE.
- Work Environment: School and office with frequent travel between schools, and various locations within the Erie community. Occasional travel to relevant professional conferences and meetings outside the district.

Essential Duties and Responsibilities:

- Must monitor grades and conduct of student athletes.
- Implement the program philosophy created by Varsity Swimming Coaches.
- Attend all season practices, games, and tournaments.
- Develop and organize pool schedule with building principal and Athletic Department.
- Create and share practice schedule and phone list for players and parents.
- Run practices 4-5 at days a week (meets are exception) & dedicate 1st hour of each practice to skills and player development.
- Maintain and review transportation schedule for away games.
- Instruct players in the rules, regulations, equipment, and techniques of the sport.
- Organize and direct individual and small group practice activities/exercises as directed by the Head Varsity Swimming Coach.

Erie's Public Schools

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- Assess skills of athletes, monitor athletes during competition and practice, and keep the Head Varsity Swimming Coach informed of the athletic performance of students.
- Participate in special activities to include parent nights, banquets, and award nights.
- Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
- Assist in evaluating and choosing middle school team with coaches in the program.
- Attend some Varsity practices to learn program philosophy.
- Organize middle school events that crossover with Varsity program (i.e. team night at home varsity game).
- Host parent meeting before the first game.
- Maintain positive communication with athletes, families, community members, and district administration.
- Collect and inventory equipment and uniforms
- Submit all required paperwork in a timely manner.

Professionalism:

- Must possess the ability to be a team player.
- Must be cooperative, courteous, service oriented, and promote these characteristics with the team.
- Represent Erie’s Public Schools with the highest level of ethical behavior and professional standards.

Off-Season

- Attend and work program fundraisers.
- Attend off-season area camps and possible fall leagues.
- Organize off-season open gym/weight room sessions, practice plans, and instruction.

Other Duties

- Attend staff meetings, clinics and other professional activities to improve coaching performance.
- Perform any other related duties as assigned by the Head Swimming Coach, Athletic Director & Principal or other appropriate administrator.

Evaluation: High School Varsity Head Coach, Athletic Director, and Building Administrator

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

INTERESTED APPLICANTS FOR THIS POSITION SHOULD SUBMIT A RESUME at:

<https://www.applitrack.com/ErieCityPA/onlineapp/default.aspx?Category=Athletics%2fActivities>

POST:	8:00 AM	October 28, 2022
REMOVE:	3:30 PM	November 10, 2022

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