

Elm Creek Public Schools

HIGH SCHOOL HEAD VOLLEYBALL COACH - JOB DESCRIPTION AND RESPONSIBILITIES

Reports To: Principal/Athletic Director

The Head Volleyball Coach will act as an mentor, advisor, and facilitator to the members of the team.

1. Be responsible for all matters pertaining to the organization and administration of the coaching of the volleyball team under your direction and enforce all rules of the Nebraska School Activities Association as they pertain to the respective sports. Attend a Rules Meeting in person or online within the proper time frame. Attend the NCA Coaches Clinic every year at the end of July.
2. Leading the Volleyball team in such a way that promotes team unity and sportsmanship. In addition, creating a climate of welcomed dialogue and shared goals with parents, stakeholders, and community members.
3. Stay connected with and provide support/structure to the MS or youth program feeding into your HS program.
4. Assign duties to all assistant coaches and evaluate the performance of these assistant coaches as they fulfill their duties and responsibilities. **A formal evaluation of each coach will be required at the conclusion of each year.**
5. Professionally plan and conduct all practice sessions.
6. Be responsible for preparing public information released regarding their particular sport. Report scores the night of the game, provide opportunities for interviews, and get information to the media on time.
7. Maintain an accurate squad roster at all times, being sure that it is up to date and on file with the athletic office. This file will be created by the athletic office, and will need to remain current.
8. Prepare and make available to athletic director, parents, and athletes a comprehensive handbook. Included are coaching philosophy, practice and game schedule, team selection criteria, expectations and rules for members of the team. This handbook should clearly outline the team's core values and set clear expectations for members of the squad. This document should be reviewed with parents and team members on an annual basis.
9. Use Hudl as a means of instructing team members and sharing film with athletes.
10. Working to create a video library of drills used to develop athletes in the Elm Creek Community in the specific sport.
11. Maintain professional, nurturing relationships with members of the team.
12. Cooperate with the athletic director in verifying that no student participates without clearance from the athletic office. This includes: a physical, medical release form, NSAA form, insurance waiver, concussion test (if necessary), and a purchased activity ticket.
13. Assign at least one coach to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and doors are locked.
14. Prepare detailed equipment and supply budget requests to be submitted to the athletic director within one month of the completion of the season.
15. Inspect all equipment, oversee the issuance and collection of equipment, and maintain equipment inventory records and direct activities of student managers. Enforce rules regarding care of equipment.
16. Conduct all staff meetings and be in charge of all tryouts, practices, team meetings, athletic contests, and camps when the team is involved.
17. Instruct team members that equipment is to be worn for practice sessions and game competition.
18. Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
19. Report injuries of participants to the proper school official -- Athletic Director and Trainer.
20. Be interested and loyal to the school's program. You are expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program of Elm Creek Public Schools.
21. Be expected, after decisions and policies have been established, to support and conform to them, both in fact and in spirit.
22. Make decisions, of a general nature, that are in keeping with the established policies and procedures of the school. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the athletic office, decisions should be delayed until the matter has been discussed fully with the athletic director.

23. Follow all district protocol for making purchases.
24. Submit to the athletic office a year end report, including the following information:
- a. Complete Inventory
 - b. Squad members
 - c. Letterwinners (including managers)
 - d. Budget and equipment needs
 - e. Schedule played and results
 - f. New records -- team and individual
 - g. Special Honors
 - h. Summary of the season
 - i. Suggestions for improvement
 - j. Evaluations of assistant coaches

Compensation

The assignment is an annual appointment. Compensation will be paid for the fulfillment of the assigned responsibilities. This compensation is set by the Elm Creek Schools Activities Schedule via the Elm Creek Board of Education.

Signature of Employee_____ Date_____