

Job Description

Mission San Jose High School – Girls Tennis Head Coach

Position Title

Girls Tennis Head Coach

Location

Mission San Jose High School; 41717 Palm Ave., Fremont, CA 94539
Part of Fremont Unified School District

Position Summary

The Girls Tennis Head Coach is responsible for leading and managing all aspects of the Mission San Jose High School girls tennis program. The Head Coach will promote athletic excellence, sportsmanship, teamwork, leadership, and personal growth while ensuring compliance with all Fremont Unified School District (FUSD), NFHS, CIF, and NCS rules and expectations.

The successful candidate will foster a positive, inclusive, and competitive environment focused on student-athlete development both on and off the court.

Essential Duties and Responsibilities

Program Leadership & Student Development

- Create a positive team culture centered on sportsmanship, skill development, teamwork, accountability, and student growth
- Promote Tennis fundamentals, competitive excellence, and leadership development at all levels of the program
- Maintain professionalism in all actions, communication, and interactions with students, parents, staff, officials, and community members
- Be punctual and fully prepared for all practices, games, meetings, and team activities
- Develop team rules, expectations, and standards of conduct and clearly communicate them to student-athletes and parents
- Develop and communicate policies regarding attendance, practice absences, holiday schedules, and participation expectations
- Establish and communicate criteria for earning a varsity letter

- Communicate with individual student-athletes regarding their role and development within the program

Coaching & Staff Management

- Plan and conduct organized, development-focused practices and competitions
- Develop game strategies and oversee all aspects of match preparation and team performance
- Recruit, supervise, delegate responsibilities to, and evaluate assistant coaches
- Promote consistency and collaboration throughout all levels of the Tennis program

Compliance & Certifications

- Maintain all certifications required by Fremont Unified School District, including but not limited to:
 - CPR/First Aid Certification
 - TB Clearance
 - Mandatory Reporter Training
- Read, review, understand, and communicate all NFHS, CIF, and NCS Tennis rules and regulations to student-athletes and parents
- Verify student-athlete clearances in HomeCampus (CIF Home)
- Create and maintain team rosters in CIF Home
- Track and report student-athlete injuries in CIF Home

Communication Responsibilities

- Communicate with students and parents using district-approved communication platforms
- Respond to parent emails and phone calls in a timely and professional manner
- Communicate schedules for practices, matches, tournaments, and team events
- Notify parents promptly regarding injuries to student-athletes
- Report serious injuries, including concussions, in writing to the Athletic Trainer and Athletic Director as soon as possible or before the student returns to school
- Communicate early dismissal rosters and schedule changes to the Athletic Director in a timely manner

Administrative & Operational Responsibilities

- Develop schedules for practices, non-league contests, tournaments, and offseason activities
- Request permission from the Athletic Director for out-of-season use of school facilities
- Submit requests for equipment, uniforms, tournament fees, and other Tennis program needs
- Submit reimbursement requests for approved coaching expenses

- Manage the Tennis program budget and fundraising activities responsibly
- Report match results and statistics through MAXPreps
- Apply all school and team rules equitably to all student-athletes

Qualifications

- Previous Tennis coaching experience required; high school head coaching experience preferred
- Strong knowledge of Tennis fundamentals, strategy, conditioning, and player development
- Demonstrated leadership, communication, organizational, and interpersonal skills
- Ability to build positive relationships with student-athletes, parents, staff, and community members
- Commitment to academic achievement and character development of student-athletes
- Ability to work evenings, weekends, holidays, and travel as required by the athletic schedule

Working Conditions

This position requires work in gymnasiums, athletic facilities, outdoor venues, and travel environments. Coaches may be required to stand for extended periods and actively participate in Tennis-related activities.

Equal Opportunity Statement

Fremont Unified School District is committed to providing equal opportunity for all employees and applicants and does not discriminate on the basis of race, color, religion, gender, age, disability, sexual orientation, gender identity, or any other protected status under applicable law.