



JOB DESCRIPTION

Volleyball Coach

April 2023

Reports to: Athletic Director
Department: Athletics Department
Number of Days: Varied
Overtime Status: Exempt

Position Summary: To develop and improve the athletic program and to promote the school and community pride.

Qualifications/Job Requirements:

Education:

- Oklahoma Certification, successful completion of “Care & Prevention of Athletic Injuries”

Duties and Responsibilities:

- Supervise assistant coaching staff.
- Responsible for implementing and following Muskogee Public School District’s Athletic Drug Policy and Procedures.
- Schedule games, tournaments, etc.
- Head Coach will be responsible for implementing and supervising an off season program.
- Be positive role model for student athletes on and off the field.
- Encourage student athletes to be successful on the field and in the classroom.
- Make sure all student athletes are academically and otherwise eligible to play by checking the eligibility list each week.
- Make sure all student athletes have current physical forms on file in the Athletic Department (student athletes may not practice or play without a physical form)
- Make sure current/updates rosters, purchase requisitions, invoices and other necessary paperwork is turned into the Athletic Department in a timely manner.
- Assist student athletes in preparing for colleges and obtaining scholarships.
- Maintain equipment, uniforms, etc. properly.
- Maintain, secure and report needed repairs of athletic facilities.
- Report scores of all games to the local news agencies.
- Maintain good parent, community and public relations.
- Schedule needed transportation for games.
- Have proper medical equipment bag at all times (practices, games, etc.)
- Perform any other duties necessary to fulfill the functions of the Athletic Department or which may be assigned by the Athletic Director.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

I hereby acknowledge receiving a copy and explanation of the Job Description. I understand the performance duties and responsibilities are an integral part of my employment and I will be subject to evaluations of my performance.

Employee Signature

Date

Terms of Employment

This job description is not intended to be all inclusive. The employee will also perform other reasonably related district duties as assigned by the supervisor or appropriate administrator. Muskogee Public Schools reserves the right to, update, revise or change job duties as the need prevails. This document is for communication only and not intended to imply a written or implied contract of employment. The Board of Education and Superintendent may approve alternatives to the listed qualifications.

Employee

I understand the essential functions of this position as they are listed and verify I can perform the essential duties of this position.

Reviewed by: _____
Employee / Applicant Printed Name Employee / Applicant Signature Date

Muskogee Public School District is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Muskogee Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.