

Duchesne Academy Job Description

Job Title: Athletics Coach

Date Created: 02/21/2017

Department: Athletics

Date Last Revised: 02/21/2017

Reports to: Head of Athletics and Health Services

FLSA: Exempt, Seasonal

Summary:

The Swimming position is a stipend position. The season runs from Mid-September through Mid-February. The coach must consider solid basic skill instruction to be critical to development and have a strong knowledge of advanced skills and strategies.

The Duchesne Varsity swimming program is a joint program with St. Thomas High School. The position requires that the candidate be willing and able to run both programs.

The stipend is commensurate with experience and will be paid out through both Duchesne and St. Thomas High School.

Primary Responsibilities:

- Design and implementation of daily practice schedule for student-athletes ranging in abilities.
- Oversight of all Duchesne hosted contests and events, as well as travel to off-site tournaments.
- Raising the profile of Duchesne Basketball by playing, teaching, leading, and coaching at the highest level.
- Oversight of any assistant or outside coaches working with players from the Duchesne program.
- After school and weekend hours required

Minimum Education/Prior Experience/Qualifications Required

Successful candidates are energetic, high-performers, committed to the school's mission, who impress us with their drive, joy, initiative, and ability to work productively under multiple deadlines, where unanticipated external and internal events can shift priorities. Candidates must also possess:

- Degree from an accredited college or university
- Knowledge of rules associated with TAPPS (Texas Association of Private and Parochial Schools) is a plus
- Coaching/playing experience is preferred

- Genuine affinity for working with children and families in an educational setting
- Strong references to convey your recruiting, marketing, and presentation abilities
- Successful completion of criminal offender record information and sexual offender registry information checks
- Completion of Virtus: Protecting God's Children training
- Current CPR certification

General Competencies:

- Excellent communication skills with attention to detail
- Punctuality and dependability
- Ability to maintain accurate records
- Adherence to all personnel policies, procedures, and rules contained in the Duchesne Employee Handbook
- Treat parents as partners in their child's education
- Maintain productive relationships with other Duchesne faculty and staff
- Possess strong people skills in order to be empathetic to children's and parent's needs

Tenets of Staff Excellence

Duchesne Academy employees embody and promote the Goals and Criteria of a Sacred Heart education. As a staff of excellence they commit to a personal and active faith in God, a deep respect for intellectual values, a social awareness that impels to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom. As community builders, employees of Duchesne value and respect their colleagues, and they promote School goals and policies with a generous and positive spirit.

A Sacred Heart employee...

Demonstrates an understanding of Catholic Identity, respects the tenets of Catholicism, and participates in the faith life of the School.

Models acceptance of and respect for other faith and cultural traditions.

Values and encourages interactive service as a life-long commitment.

Creates an inviting environment which honors rigor and relevance, and promotes critical thinking, collaboration, and the creative use of the imagination.

Embraces the importance of the integration of technology within the school; supports and promotes the ethical use of all forms of technology.

Researches, reflects on, and adopts best practices to promote excellence in the area of expertise.

Continually seeks professional growth through self-reflection, observations, collegial dialogue and professional development opportunities.

Fulfills routine professional responsibilities in a thoughtful and timely manner.

Works in partnership and open communication with parents and colleagues to ensure the well-being of the school.

Contributes to a community culture that fosters thoughtful decision-making, honorable behavior, accountability, and a sense of hope.

Apply online at <http://www.duchesne.org/about/job-opportunities>



Nothing in this Job Description restricts Duchesne's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that either the employee or Duchesne may terminate the employment relationship at any time, with or without notice and for any reason or no reason.



Duchesne Academy of the Sacred Heart is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, religion, sex (gender), age, national origin, physical or mental disability, genetic information, veteran status, or any other status protected by applicable law.