

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Boys Varsity Swimming Head Coach
EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community High School
REPORTS TO:	Athletic Director
LENGTH OF WORK:	Pre-season, Season, and Post-season of the activity during the year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

- I. PRE-SEASON**
- A. Meet with freshman P.E. classes to talk to prospective swimmers and divers.
 - B. Pre-season meeting - one month prior to first practice - hand out physicals, forms, information, etc.
 - C. Attend rules meeting; know rule book changes.
 - D. Help organize Pilgrim Relays - order medals, ribbons, trophy; work with Athletic Office to send out entry forms.
 - E. Order any equipment needed: kickboards, clocks, stopwatches, etc.
 - F. Get First Aid box made up by trainer.
- II. EARLY SEASON**
- A. Establish and distribute rules for attendance, conduct, etc.
 - B. Plan and distribute practice schedules 2-4 weeks in advance – give to swimmers, A.D., custodians, USS Club, etc.
 - C. Meet with parents to go over rules, philosophy, etc.
 - D. Recruit and train responsible students to be managers.
 - E. Set up awards system with number of points needed for major letter.
 - F. Learn how to set up and operate timing system.
 - G. Plan and organize workouts for each practice.
 - H. Teach proper techniques for strokes and starts.
 - I. Establish weight room routine and schedule; set up rotation.
 - J. Oversee use of swim equipment in pool during all practices and meets.
 - K. Report all accidents and injuries to Athletic Director.
 - L. Order team suits 3-4 weeks prior to first meet.
 - M. Record sweats, suits, caps, etc. issued to swimmers.
 - N. Organize traditional Red, White & Blue intrasquad Meet with Girls' Swim Team.
- III. DUAL MEET SEASON**
- A. Plan swim lineup for each meet.
 - B. Fill out entry cards for each meet.
 - C. Home meets - se that all equipment is set up and operating correctly before meets, stored properly after.
 - D. Call other coaches for times of opposing teams.
 - E. Keep splits during meets.
 - F. Keep statistics sheet for each swimmer and divers with times, splits, places, points.
 - G. Keep file folder for each opposing team with results of every meet.
 - H. Write school announcements after each meet for following morning.
 - I. Report results for each meet to newspaper.

IV. LATE SEASON

- A. Make out entry lineups for NLC and Sectional.**
- B. Taper practices down - fewer yards, more sprinting, work on starts, turns, etc.**
- C. Banquet**
 - 1. Schedule date, place, format, etc.**
 - 2. Turn in information concerning meet results, individual awards, major letters, etc. to Athletic Director.**
 - 3. Make copies of stats, team records for swimmers and divers.**
 - 4. Prepare comments about team and individuals.**
- D. Collect and store sweats, towels, etc.**

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Certified teacher and employment with the Plymouth Community School corporation if required by the IHSAA; or related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must be physically able to demonstrate the sport or activity, including lifting all equipment as required by the activity. This is to include games and practice.

The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

The work environment may be indoors and/or outdoors.

TERMS OF EMPLOYMENT:

Pre-season, Season, and Post-season of the activity during the year.

EVALUATION:

Annually

Revised 1/19/01