

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Girls Swimming and Diving Head Coach

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**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.

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

**I Pre-Season**

- A. Put announcement in the paper for starting date and to pick up physical forms in the athletic office and have physical during the summer.
- B. Make contact with Junior High P.E. teachers (swim instructors at the High School, too) and seek out potential swimmers.
- C. Encourage USS participation if not involved in another sport.
- D. Order necessary equipment: pace clock, stopwatches, backstroke flags, false start rope, kickboards, etc. Determine and order in spring or summer.
- E. Set up awards system – criterion to letter.
- F. Attend rules meeting. Try to know the rulebook as well as possible.
- G. If possible, attend clinic to keep updated.

**II Early Season**

- A. Plan and organize workouts for each practice.
- B. Make out practice schedule as far ahead as possible and distribute to team members, custodians, Athletic Director, etc.
- C. Hand out meet schedule to team members.
- D. Order suits first week of practice.
- E. Establish weight room schedule. Work with other coaches in season.
- F. Teach techniques for all strokes, starts, turns for each event.
- G. Train responsible girls to be managers.
- H. Report all accidents to Athletic Director.
- I. Report all problem situations to Athletic Director.

**III Dual Meet Season**

- A. Record sweats and towels issued to swimmers.
- B. Oversee use of swimming equipment during meets and practice.
- C. Plan swim line up for each meet:
  - 1. Call other schools for times.
  - 2. Check newspapers for times.
- D. Home Meets:
  - 1. See that all equipment is set up and in operating order.
  - 2. See that all equipment is put away properly.
- E. Keep splits during meets.
- F. Keep statistics for each diver and swimmer.
- G. Keep file folder for each opposing team with results of every meet.
- H. Write announcements for school after each meet.
- I. Report results to newspaper.
- J. Nominate worthy team members for athlete of the week.

- IV. Late Season
  - A. Make out entry line ups for NLC and Sectional
    1. Remember diving order is critical! (After 3 dives, there is a cut at the State meet.)
    2. Enter 4 people in every event, if possible. Sickness and injury can happen at any time.
    3. Enter 8 people in relays, if possible. Always be careful which eight.
  - B. Tape.
- V. Post Season
  - A. Banquet
    1. Schedule date, place and format.
    2. Turn in information on individual awards, major letters, etc. to Athletic Director.
    3. Prepare comments on season, team and individuals.
    4. Senior wills.
  - B. Collect sweats and towels.

**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 regularly required to talk or 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 meets and practices.

**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 is mainly indoors other than routine errands.**

**There are no environmental hazards indicated for this position.**

**TERMS OF EMPLOYMENT:**

**Pre-season, season, and post season of the activity during the year. Salary as per Master Contract.**

**EVALUATION:**

**Annually.**

*Revised 1/19/01*