

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Gymnastic 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.

1. Hold organizational meeting with prospective team members.
2. Organize practice schedule and team rules.
3. Organize practice to include: teaching new skills on all pieces of equipment, weight training, dance skills, landing drills, aerobic warm-up, etc.
4. Find music and cut for floor exercise routines for each individual gymnast.
5. Compose routines for each gymnast on each piece of equipment in which they are gong to compete.
6. Order leotards and keep track of monies collected.
7. Instruct girls on team rules, school rules and code of conduct.
8. Write letter prior to first home meet to competing coaches instructing them on our home meet procedures.
9. Order ribbons for home meets.
10. Keep stats on each gymnast on each piece of equipment throughout season. Keep a poster listing updated stats on each girl.
11. Organize home meets:
 - a. Prepare two score sheets for each competing gymnast for each event.
 - b. Put score sheets into order so no one is competing at the same time on two pieces of equipment.
 - c. Get three workers for score table.
 - d. Get runners for score sheets.
 - e. Supervise equipment setup prior to meet and clean up after meet.
12. Make posters advertising meets and distribute them in school and community.
13. Organize a program for home meets.
14. Compute stats for program for banquet.
15. Organize banquet.
16. Turn meet results into the local paper and write up announcement for the school.
17. To help promote the gymnastic program:
 - a. Hold judging clinics.
 - b. Attend judging and coaching clinics.
 - c. Help secure judges for meets.
 - d. Hold workouts throughout the summer for team members.

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 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.

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