Available Position:  Head Varsity Diving Coach  
Department: Athletics  
Reports to: Director of Athletics  
FLSA Classification: Exempt (Salary)  
Full/Part-time: Part-time (winter season)  
Date Posted: July 1, 2021  
Start Date: November 1, 2021  

About The Hockaday School:  
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.  

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.  

Position Description:  
The Hockaday School invites applications for a Head Varsity Diving Coach. This position requires substantial knowledge of the technical aspect of the sport of diving and the ability to manage the day-to-day operations of the program. The coach should provide an atmosphere in which each student is treated with respect and dignity, create an opportunity to improve skill development, and provide a positive environment.  

Essential Functions:  
• Abide by Hockaday’s Code of Ethics and Conduct  
• Commit to the ideals expressed in Hockaday’s Tenets of Coaching Excellence  
• Oversee Upper School diving program, team, and coaches  
• Instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for individual and team success  
• Prepare, organizing, and supervising all practices  
• Attend scheduled meetings and assists with scheduling of all competitions and organize team travel where required  
• Abide by all school and conferences rules and policies  
• Secure, care for, clean, and inventory all uniforms and equipment each season  
• Develop and establish open communication with parents and athletes
• Submit information to the Director of Athletics including, but not limited to, season results, inventory of uniforms and equipment, award nominations, grading information, and program needs for the following season
• Drive teams and/or equipment to and from Hockaday and practices or competitions; must meet Hockaday’s requirements to be cleared to drive (does not require a CDL)
• Other duties as assigned

Qualifications/Experience:
• High school diploma, bachelor’s degree preferred
• At least three years of experience in coaching diving, or similar relevant experience
• Basic understanding and ability to use computers and technology including (e.g., Microsoft Windows and Office products, basic office equipment, etc.)
• Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including students, co-workers, parents, alumnae, volunteers, and the public
• Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving skills, loyalty, and congeniality are essential
• Must successfully complete background screening and verification

Physical Requirements and Work Environment:
• Regularly uses close and distance vision, ability to observe students from various distances
• Ability to move in a manner that provides effective demonstration of movements required in the sport of diving
• Sometimes works in a stressful environment, effectively dealing with a diverse array of contacts; stamina to maintain attention to detail despite interruptions, particularly with respect to adequate supervision and safety of student athletes
• Ability to frequently work flexible hours to support before or after-school practices and other weekend events as scheduled for the season

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.