Head Volleyball Coach Plus Full Time Teaching Assignment
* Possible part-time coaching assignment for qualified applicants

February 2022
Duration: Based on sports season
Teaching: 12-month contract (10 month school /work year schedule)
Reporting to: Director of Athletics and Academic Dean
Schedule: Based on sports schedule (training/games/tournaments)
Hours: Requires flexibility (practices could be before school or after school)/ School Day is 7:50 am – 3:20 pm

To apply use: https://recruiting.paylocity.com/recruiting/jobs/Details/951650/St-Agnes-Academy/Head-Volleyball-Coach-Plus-Teaching-Assignment-2022-2023

Mission:
Rooted in the Catholic Dominican tradition, St. Agnes Academy challenges young women through exceptional academic preparation and transformational experiences to lead with integrity, joy, and a commitment to social justice.

Job Summary
St. Agnes Academy, a Catholic, college-preparatory Dominican high school for young women in Southwest Houston is seeking a Head Volleyball Coach. The head coach will serve as a representative for the Academy’s mission and is responsible for creating a safe and supportive learning environment that promotes the intellectual, emotional, physical, and social growth of each student-athlete.

Faith, Community, and Dominican Charism
• Ensure that the four pillars of a Dominican education (prayer, study, community, preaching) are developed and promoted among the school community.
• Develop an active faith community and model Christian values.
• Incorporate prayer and spiritual formation within the student, faculty/staff and parent communities.
• Uphold and implement the Dominican charism and the Houston Dominican Sisters’ congregational goals.

Teaching Load for a Head Coach – (coaches a varsity level team)
Head coaches are required to teach 4 classes when in season and 5 classes when out of season (ie. a season when they are not serving as the head varsity coach of a sport). All coaches whether in or out of season will also be assigned a supervision duty and all other responsibilities required of a full-time faculty member. If the coach is hired to teach in the PE/Health department, s/he is required to coach a second sport

The main teaching responsibilities will include:
• Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
• Follow the faculty expectations outlined in faculty handbook.
• Manage student behavior in the classroom by establishing and enforcing rules and procedures.
• Be familiar and enforce student handbook policies.
• Encourage and monitor the progress of individual students and use information to adjust strategies.
• Prepare required reports on students and activities.
• Participate in department, school and parent meetings.
• Communicate necessary information regularly to students, colleagues and parents regarding student progress and needs.
• Establish and communicate clear objectives for all learning activities.
• Provide a variety of learning materials and resources for use in educational activities.
• Assign and grade class work, homework, tests and assignments in a timely fashion and update systems accordingly.
• Communicate and partner with parents in a timely manner.
- Participate in student/faculty activities (Examples include: retreats, lunch duties, faculty meetings, in-service activities).
- Follow school emergency procedures.
- Other duties as deemed necessary by the Department Chair, Academic Dean, Principal, Head of School.

Teaching Qualifications:
- Commitment to embrace the mission of St. Agnes Academy
- Minimum of a four-year B.A./B.S. degree
- Teaching certificate or twelve credit hours in education courses
- Experience teaching in an independent school and/or an all-girls environment a plus
- Ability to establish and maintain cooperative and effective working relationships with others
- Proficiency in Microsoft Office and basic technology needed for teaching, learning, and communication
- Professional attitude, behavior, and appearance
- Completion of Safe Haven training

Essential Coaching Duties:
- Ensures that the four pillars of a Dominican education (prayer, study, community, preaching) are developed and promoted throughout the volleyball program
- Instructs, guides, and motivates students to be successful on and off the court
- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport; Assesses player’s skills and assigns team positions; Keeps statistics
- Develops a regular practice schedule providing for both individual and team development
- Coaches all players within the volleyball program and creates a safe, supportive, learning environment
- Works with the Director of Athletics to schedule facilities for practices and competitions
- Observes players, during competition and practice to determine the needs for improvement
- Determines game strategy based on the team’s capabilities and individual stats
- Establishes and maintains standards of athletes’ behavior and provides proper supervision of athletes
- Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard
- Follows established procedures in the event of an athlete’s injury; communicates regularly with the athletic trainer in the rehabilitation of athletes
- Models Christian values and maintains appropriate conduct towards players, officials, and spectators
- Acts as a team representative and promotes the sport by communicating with the news media, VTV, booster club, student council, and other organizations
- Ensures the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms
- Works with the Director of Athletics to develop a policy for awards and submits a list of award winners at the end of the season; Nominates all deserving athletes for all-tournament teams, all-district, all-state, and academic all-state
- Maintains eligibility forms, emergency data cards, equipment inventory, and other related records

Other Coaching Duties
- Attends all coaches’ meetings, staff development meetings, clinics, and other professional activities to improve coaching performance
- Responsible for scheduling, developing an annual budget and following all TAPPS rules, policies, and procedures
- Responsible for mentoring and evaluating assistant coaches
- Assists with the hiring of assistant coaches
- Manages an off-season workout program
- Assists with the planning and management of the middle school volleyball tournament
- Coordinates summer camp and team camps
- Assists athletes in the recruiting process for playing in college
- Participates in special activities to include Open House, Athletic Awards Ceremony, pep rallies, 9th grade registration, etc.
- Performs any other related duties as assigned by Director of Athletics or any other appropriate administrator

**Minimum Coaching Qualifications (Knowledge, Skills and/or Abilities Required)**
Head coaching experience and/or college playing experience is preferred. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, coaches, and students.

**Work Environment:**
This job operates in a professional/education/physical activity environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other technology. This role routinely uses sports related activity equipment. Indoor practice and game locations will be used.

**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 may be required to sit at desk area, communicate via phone/face to face, manually input data into a computer, walk to different office areas, reach with hands and arms, and minimal lifting. Driving the team bus to and from practice and games. Lifting or carrying sports equipment. Pro-longed standing.