



Oroville School District

816 Juniper Street Oroville, WA 98844

www.oroville.wednet.edu

Phone: (509) 476-2281 Fax: (509) 476-2190

HIGHSCHOOL ASSISTANT TENNIS

Reports to: Athletic Director and Building Principal

Department: Extracurricular Programs

Salary: \$2588.00 - \$2759.00

Benefits: Extracurricular positions do not qualify for benefits.

DESCRIPTION:

Provide a positive, safe and enthusiastic environment for the development of student athletes. Provide quality instruction in the fundamental skills related to the activity. Assist athletes in developing positive self-esteem, sportsmanship, values, confidence and athletic skills as is appropriate to their age level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in planning, scheduling, and supervising a regular program of practice.
- Coach individual participants in the skills necessary for excellent achievement in the sport involved.
- Assist in issuing, inventorying, maintaining, and recommending, purchases of equipment, supplies and uniforms, as appropriate.
- Responsible for all accounting procedures/deadlines/paperwork necessary to purchase materials for the program (P.O.'s, check requests, fundraising guidelines, budget, etc.).
- See that necessary attendance forms, insurance records, physicals, eligibility checks, and similar requirements for athletes are turned in to the athletic director, as well as check on attendance and grades of athletes throughout the season.
- Pass required WIAA/Vector/NFHS online training for concussion protocol, sudden cardiac arrest, specific rules, general rules, heat-illness prevention, and certification for CPR/First Aid.
- Establish and enforce safety rules for the particular sport being coached, warn participants of dangers inherent in the sport, and teach correct techniques to minimize the possibility of injury.
- Demonstrate, promote, and hold athletes accountable to the values of positive behavior, character, integrity, appropriate language, good sportsmanship, professional appearance, and self-control while practicing, playing, in school, and in the community.
- Demonstrate positive role model behaviors and good sportsmanship when interacting with officials, parents, community members, colleagues, and student-athletes.
- Support and uphold the Athletic Code, Discipline Policy, and District Policies.
- Actively support and adhere to District decisions regarding athletic programs for the betterment of student growth and learning.
- Provide for appropriate recognition to student athletes who fulfill requirements for athletic letters, certificates, special awards, and order appropriate awards.
- Know the rules and regulations regarding his/her sport as discussed in the WIAA handbook, district VI regulations, and league rules and adhere to them.
- Report scores and records to appropriate media, or online systems (CWB Athletics/MaxPreps), as required by league agreements.
- Meet with, and develop a communication procedure for athletes, parents, and assistants to convey clear team rules, expectations, and requirements for the sports program.
- Work to see that athletes are made aware of opportunities available to them, such as: summer

leagues, clinics, camps, etc.

- Establish systems of support to assist community youth programs/coaches, and build sub-varsity programs/coaches, by aligning all programs with the high school program. Support the development and growth of a K-12 tennis program, to include coaches, parents, and athletes.
- Transport team to athletic events in a District vehicle when necessary.
- Perform other related duties as requested by the athletic director or principal.

PREFERRED SKILLS:

- Experience as a tennis coach at the high school level.
- Combination of participation at the high school level, or above, and coaching middle-level to youth programs may be substituted.
- Knowledge of safety and legal liability issues associated with common athletic injuries.

QUALIFICATIONS AND REQUIREMENTS:

Demonstrate experience working with young people in organized activities. Demonstrate ability to communicate and implement diverse interpersonal strategies necessary. Must demonstrate knowledge and proficiency in the activity and of safety issues appropriate to the grade level being coached. Must model good sportsmanship and concern for the development of the physical, mental and emotional growth of student athletes.

MANDATORY CONDITIONS OF EMPLOYMENT:

- Successful clearance of the FBI and Washington State Patrol fingerprint background check.
- Successful Washington State Sexual Misconduct clearance.
- Completion of Federal I-9, Employment Verification Eligibility form.

ACKNOWLEDGEMENT

I have read and understand this Job Description and I am physically able or with reasonable accommodations, will perform these duties to the best of my knowledge and ability.

REASONABLE ACCOMMODATIONS NEEDED:

EMPLOYEE SIGNATURE

DATE

EMPLOYEE'S PRINTED NAME

Oroville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator
Jeff Hardesty
816 Juniper St., Oroville WA 98844
509-476-2281
jeff.hardesty@oroville.wednet.edu

Title IX officer
Amy Harris
816 Juniper St. Oroville WA 98844
509-476-2281
amy.harris@oroville.wednet.edu

Section 504 Coordinator
Kelly King
816 Juniper St. Oroville WA 98844
509-476-2281
kelly.king@oroville.wednet.edu