



Job Description

JOB TITLE: Physical Education Instructor / Head Coach Men's Tennis

LAST REVISED: APRIL 1998

DEFINITION

Under administrative direction of an educational administrator, to develop curriculum, provide lecture/laboratory skills, evaluate students engaged in the study of Physical Education and related activities, administer financial and strategic techniques utilized in assigned sport(s) in inter-collegiate competitions, and do related work, as required.

JOB CHARACTERISTICS

Incumbent is responsible for supervising Assistant Coaches and student and/or other temporary help, as assigned.

EXAMPLES OF FUNCTIONS AND TASKS

Curriculum Development - ESSENTIAL: Review and evaluate curriculum in order to meet student interests and needs within the parameters of divisional/departmental budget constraints and availability of equipment and materials; coordinate with adjunct faculty instructors to enhance consistency of lecture and skill demonstration content and attend curriculum meetings with departmental instructional staff to provide input on curriculum designs; evaluate and/or revise course descriptions to fit curriculum designs; present proposals for curriculum changes to the Curriculum Committee and/or other appropriate shared governance bodies; make changes to curriculum, as necessary and as approved, within the shared governance structure; review curriculum for concordance with changes in laws, regulations, and standards.

Lecture Preparation/Skill Development - ESSENTIAL: Complete book order forms and provide master copies of syllabi for printing; prepare lesson plans to be used in a lecture and/or coordinate lectures with skill development assignments, including determinations of time segments to be allotted for coverage of lecture/demonstration material and skill development activities/practices; determine reading assignments to supplement class sessions; practice skill maneuvers to be demonstrated in skill development sessions; prepare typewritten and/or graphic handouts and/or transparencies for classroom use; attend conferences to increase knowledge of subject matter and teaching methods and techniques; review and evaluate new textbooks for content, readability, and cost effectiveness; select textbooks determined to be the most useful and appropriate; read current literature (normally several sources-- books, newspapers, periodicals, and other printed materials) to prepare lectures; prepare, edit, and update syllabus materials for lectures and/or skill development sessions; review and select and/or prepare computer and/or multi-media materials for classroom use; coordinate and confer with book publishing company sales representatives providing instructional materials, as necessary; familiarize self with operation of all equipment currently available for use which is appropriate for the subject area. **PERIPHERAL:** Place appropriate reference items on reserve in the library.

Lecture Presentation/Skill Development - ESSENTIAL: Introduce and present lecture/skill demonstration information and concepts in a clear and logical manner; use analogies and/or examples to convey important Physical Education concepts; provide instructional objectives to direct student learning; outline major points of information on board and/or overhead projector; enhance presentations with multi-media demonstrations or examples, as available; distribute handouts to clarify particularly difficult topics; answer student questions clearly and without ridicule, improper criticism, or bias; encourage student participation and involvement in classroom discussions, skill demonstrations, and practices; determine and disseminate student attendance policies, monitor student attendance and activity, and take steps to prevent and/or control unacceptable behavior; maintain order in classrooms and practice areas and provide equal opportunity for student participation; observe condition and overall cleanliness of practice areas and equipment to ensure compliance with safety and health standards, reporting problems to the Division Dean and recommending on facility and equipment improvements and repairs; prepare work orders to accomplish facility and equipment improvement and repairs, as authorized; maintain

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personal fitness and develop and augment current and new skill elements; determine quantity and quality of equipment necessary for classroom, skill demonstration, and practice sessions, based upon availability commensurate with budget priorities; prepare requisitions for new or replacement equipment, as authorized; receive and store equipment orders; ensure that equipment is used safely and properly, cleaning and repairing equipment, as necessary and feasible and disposing of broken and/or obsolete equipment, as appropriate.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, tests, and skill examinations which are understandable and which fairly evaluate student skills and progress; monitor student activity during examinations/quizzes and take steps to prevent and/or control unacceptable behavior, i.e., cheating; deal swiftly, rationally, and consistently with persons involved in cheating and/or other unacceptable behavior; read and evaluate student responses on examinations/quizzes and mark and grade papers accordingly; assign, read, and evaluate homework assignments/projects to promote learning; evaluate student skills and assign scores and/or official grades. **PERIPHERAL:** Advise students on academic matters regarding their performance; refer students to appropriate student services (for example, ESL, EOPS, etc.); input student scores into a computer (including word processing software) and make printouts of scoring/grade data available to affected students.

Scheduling - ESSENTIAL: Select opponents in accordance with applicable rules, policies, and procedures; determine and coordinate date(s), time(s), and site(s) for athletic competitions/events; determine number of athletic events in accordance with Commission On Athletics (COA) rules and guidelines; request transportation and funding for expenses for team or individual athlete trips to athletic competitions in accordance with established District policies and procedures.

Budgeting - ESSENTIAL: Allocate monies from budget for sport(s) assigned, including funds for food, lodging, and other expenses for scheduled athletic competitions/events; select necessary equipment and initiate procurement; determine mode of transportation and travel times to athletic events; plan and budget for replacement of uniforms and other equipment, as authorized.

Eligibility - ESSENTIAL: Maintain knowledge of general education requirements for student athletes; maintain specific knowledge of and apply COA, Bay Valley Conference (BVC), and District progress, transfer, and graduation requirements; acquire and maintain knowledge of National Collegiate Athletic Association (NCAA) transfer rules; determine eligibility of student athletes under recruitment or participating in current programs; evaluate student athlete performance and make decisions concerning team placement(s) and level of participation. **PERIPHERAL:** Maintain knowledge of "clearing house" processes and procedures and certification requirements.

Event Management - ESSENTIAL: Secure facilities for assigned sport(s) athletic competitions/events taking place in the District; take responsibility for maintaining positive behavior of Assistant Coaches, student athletes, and team(s) in assigned sports, administering corrective action as warranted and under established District policies and procedures; secure photographers/videographers and equipment to film or otherwise record athletic competitions/events, as appropriate; develop and maintain positive rapport with sporting officials; accommodate needs of opponent athletes/teams and trainers with regard to dressing and other facilities utilized for athletic competitions/events, as appropriate and feasible; arrange for proper preparation of District facilities to be utilized for athletic competitions/events in assigned sport(s).

Equipment Procurement/ Inventory - ESSENTIAL: Determine need for athletic equipment for assigned sport(s) and complete requisitions for procurement within budget allocations; research and specify sources and prices for athletic equipment to be procured, interfacing with Purchasing Department staff members, as appropriate; conduct yearly inventory of uniforms and other athletic equipment for assigned sport(s), classifying inventoried items by condition of equipment; prepare needs listing for ordering purposes. **PERIPHERAL:** Notify appropriate division staff member(s) upon receipt of athletic equipment for assigned sport(s).



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Safety/ Supervision - ESSENTIAL: Examine equipment for damage and/or wear and ensure item is suitable for use by student athletes; examine athletic competition/event facilities and practice facilities for obstacles, deterioration of surfaces, broken equipment, or other unsafe conditions and take immediate action to mitigate or eliminate safety hazards, as appropriate; conduct practice drills in a safe manner and teach safe techniques and safety consciousness to student athletes, as appropriate for assigned sport(s); develop individual athlete and/or team standards and rules for positive conduct at practices and for athletic competitions/events; administer District, BVC, and COA rules, including eligibility, conduct, and sporting requirements for assigned sport(s).

MINIMUM QUALIFICATIONS:

Degrees/Experience:

ESSENTIAL: Incumbent must possess a Master's Degree in Physical Education OR a Bachelor's Degree in Physical Education AND a Master's Degree in any life science, Dance, Physiology, Health Education, Recreation Administration, Kinesiology, or Physical Therapy OR the equivalent.

Licenses/Certifications:

ESSENTIAL: Incumbent must possess or be able to obtain prior to appointment a valid California Class C or higher driver's license, in order to accomplish official travel in District and/or privately owned vehicle.

Knowledge of:

ESSENTIAL: Physical Education, with advanced knowledge of skill development practices and techniques; teaching and student evaluation practices, methods, and techniques; current directions in Physical Education theory and research; equipment operation and usage, including safety and health requirements.

Ability to:

ESSENTIAL: Lecture in front of large groups of students; explain Physical Education concepts and elements in a clear, logical and concise fashion; interact effectively with students, peers, and administrative staff; work independently to solve problems. **PERIPHERAL:** Recognize variation in student socioeconomic backgrounds, abilities, and learning styles; be patient with students; maintain integrity, honesty, reliability, and cooperation.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature and to accomplish the following, with or without reasonable accommodation: Constantly: Maintain cardiovascular fitness to engage in active physical effort and to function effectively under stressful competitive conditions. Almost Constantly: Utilize vision (near and far) to read printed materials and score boards and to observe athletic competitions/events to evaluate student athlete performance; utilize hearing and speech for ordinary and telephonic conversation; walk, to move about District environs and facilities utilized for athletic competitions/events; utilize manual and finger dexterity to write and to demonstrate use of athletic equipment and skill techniques; work in areas subject to exposure to dusts, mists, fumes, wet/damp surfaces, extremes of heat/cold, and moderately high levels of noise. Frequently: Twist, turn, stoop, bend, and maintain balance to demonstrate athletic technical skills in assigned sport(s); utilize vision (near and far) and manual and finger dexterity to drive District or privately owned vehicle to accomplish official travel; work in areas subject to exposure to chemicals, caustics, and blood borne and/or other pathogens such as might be encountered by applying first aid to injured athletes. Occasionally: Operate stationary and mobile machinery and equipment used for assigned sport(s); work in areas subject to exposure to allergenic plants/materials and risk of falling from heights above ground level; wear personal protective equipment to protect skin, arms, hands and fingers. **PERIPHERAL:** Frequently: Lift (from overhead, waist and floor levels, max. 100 lbs.), carry (max. 100 lbs.), and kneel to station athletic equipment for use at practices and to demonstrate technical skills in assigned sport(s); run, to demonstrate technical skills in assigned sport(s). Occasionally: Push, pull, reach (from low and level), and climb



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to heights above ground level to station athletic equipment for use at practices and to demonstrate technical skills in assigned sport(s).

Faculty Salary Schedule, subject to placement at date of hire.

FLSA exempt.

SCFA bargaining unit status.

Classification I, Bloodborne Pathogens Exposure Control Program.