TITLE: **High School Diving Coach**

QUALIFICATIONS:

1. Holds a valid Kentucky teaching certificate; or
2. Holds a valid Emergency Certificate for Substitute Teaching under the qualifications outlined in 16 KAR 2:120 Sec. 2 (7)(b); or
3. Holds a Bachelor’s degree or higher; or
4. Have a minimum of 64 semester hours and be 21 years of age; or
5. Have a high school diploma (or its equivalent), be age 21 or over and completed all KHSAA Board of Control prescribed electives outlined in KHSAA Bylaw 25
6. Have current certification of C.P.R. course including Adult and Child certifications, the use of an Automatic External Defibrillator and the requisite First Aid Training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association or other bona fide accrediting agency that is approved by the KHSAA based upon industry standards
7. Have successfully completed the Sports Safety Course as outlined in KRS 160.445
8. Has knowledge of the High School diving format
9. Has the ability to instruct and promote safe diving
10. Experienced to allow divers to progress from basic to advance level
11. Has the ability to work well with students
12. Has the ability to communicate effectively with students, faculty, parents, and the community

REPORTS TO: Principal

JOB GOAL: To instruct each participant in the safe and proper diving technique so that they are able to perform all necessary dives to be a proficient high school diver, and to help each participating student achieve a high level of skill, and an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem

PERFORMANCE RESPONSIBILITIES:

1. Maintain an official roster of diving participants
2. Coach individual participants in the skills necessary for excellent achievement in the sport involved
3. Plan and schedule with the athletic director (with approval of the Principal) a regular program of practice for each season including summer practices and camps
4. Coordinate use of facilities needed for practices and meets
5. Assist the athletic director, swim coach and principal in scheduling all interscholastic contests in the sport involved
6. Assist the swim coach with all diving meets
7. Prepare bids and recommend purchase of equipment, supplies, and uniforms as appropriate
8. Maintain necessary attendance forms, insurance records and similar paperwork, as specified by the athletic director
9. Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present
10. Enforce the established performance criteria for eligibility in interscholastic competition in the assigned sport
11. Enforce discipline and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual pupils
12. Develop an annual budget request for the sport, in cooperation with the principal and athletic director and administer the annual budget for the sport according to established policies and procedures
13. Evaluate all assistant coaches who are responsible to him/her and make recommendation to the principal and the athletic director
14. Oversee the proper maintenance and care of athletic equipment
15. Maintain file of practice schedules to document the teacher of proper skills/knowledge
16. Submit purchase orders to athletic director for review and approval
17. Obtain advanced approval from the principal for all fund raising activities
18. Monitor and be responsible for all student fund raising activities related to the dive program
19. Have all students under supervision of certified personnel at all times at approved after school programs
20. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Index
* Board approved