Head Swim Coach
Job Description

The Head Swim Coach leads all aspects of the Saint Joseph Notre Dame High School swim program to ensure the development of building student-athletes into confident, open-minded, effective leaders who are ready to live joyful lives of faith, scholarship and service. The Head Swim Coach oversees all phases of swimming and team development while ensuring the implementation of the school’s mission and core values. As the leader of the swim program, the Head Swim Coach is responsible for the successful operation of the program as accomplished through the communication and delegation of responsibilities to coaching staff, school support staff, and parents.

REPORTING RELATIONSHIPS

- The Head Swim Coach reports directly to the Athletic Director. The Head Swim Coach is appointed, supervised, and evaluated by the Athletic Director in consultation with the Assistant Principal of Student Life and the Principal.
- The Head Swim Coach appoints, supervises, evaluates and dismisses coaches in consultation with the Athletic Director.

MAJOR RESPONSIBILITIES

- Upholds and models a spiritual and moral code which is consistent with the teachings of the Roman Catholic Church and the core values of Saint Joseph Notre Dame High School.
- Integrates the school’s mission and Catholic identity into the coaching-learning process of the swim program.
- Serves as the overall leader of the swim program and maintains a clear vision reflecting current trends in coaching and swimming development.
- Ensures and monitors the implementation of current instructional coaching methods to maximize player and team development.
- Facilitates regular coaching staff meetings and assists in creating a professional development plan for coaching staff in consultation with the Athletic Director.
- Monitors the effectiveness and success of the swim programs through regular meetings with coaching staff and Athletic Director.
- Regularly updates swim program handbook in consultation with the Athletic Director.
- Plans and develops a master practice and game schedule for the swim program in consultation with the Athletic Director.
- Represents the school at league preseason and postseason swim meetings.
- Regularly seeks information from school colleagues about student well-being in order to monitor the volleyball program’s social climate.
- Attends athletic department events and meetings as required.
- Participates in the annual review of the volleyball budget with the Athletic Director.
- Ensures compliance with policies, procedures, and bylaws from Saint Joseph Notre Dame High School, Bay Area Conference, North Coast Section, and California Interscholastic Federation.
- Supports academic and ministry programs of the school.
**Applicants:** Please submit a resume and statement of coaching philosophy along with three professional references by email to Leilani Wagner, Athletic Director, at Lwagner@sjnd.org. Find out more about our school at www.sjnd.org. We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community. For any questions, please call Leilani Wagner (510) 995-9434. Application deadline: **Applicants will be reviewed immediately upon receipt.**