



BENJAMIN FRANKLIN HIGH SCHOOL

AT THE KATHERINE JOHNSON CAMPUS

Job Title	Head Swim Coach
Department	Athletics
Supervisory Reporting	Athletic Director
Supervisor of	Assistant Swim Coach
Works directly with	Athletic Director, Faculty, Staff, Students, & Parents

Professional Expectations

- Professional growth - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day, and complete tasks in a timely manner.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; foster an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond in a timely manner to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision-making/problem-solving - make sound and timely decisions by analyzing facts; reach logical conclusions by use of foresight and planning; independent, but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities

The Head Swim Coach is responsible for various aspects of the Swim Program, such as recruiting within the school, training, and coaching team members. The Head Swim Coach is required to abide by all rules and regulations set by LHSAA and Benjamin Franklin High School.

Job Summary

Essential Responsibilities

- Manage and supervise athletic activities, contests, and practice sessions, to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship
- Ensure all athletes work together toward a common goal within the program
- Hold a preseason meeting with all student-athletes and parents before the first meet
- Assess players' skills and assign team positions
- Determine competitive meet strategy based on the team's capabilities
- Maintain and secure all equipment and uniforms
- Participate in special activities, including senior night, banquets, award nights, and pep assemblies
- Provide weekly practice schedules to players, parents, and the Athletic Director
- Must attend Open House (October) & Falcon Welcome Event (August)
- Must attend all mandatory meetings

Hours

- Practices: Tuesday, Thursday, and Friday- Time 6-7:30 a.m. at UNO Arena Pool
- Meets: Typically on Saturday
- Official Season: August- November

Skills and Abilities

- Ability to communicate effectively in both written and oral forms
- Ability to establish and maintain effective working relationships both internal and external to the school
- The applicant should be professionally calm and motivationally intense
- Ability to identify problems and proactively find solutions
- Ability to work collaboratively and seek input from multiple sources to inform decision-making
- Demonstrates the qualities of compassion, empathy, and openness while utilizing excellent active listening and communication skills
- Ability to effectively manage a team and work well independently

Qualifications

Minimum Qualifications

- 5 years of experience coaching at the high school level
- Must possess effective coaching skills and techniques
- Must possess knowledge of the rules, regulations, strategies, and techniques of the sport
- Must possess the ability to establish and maintain effective working relationships with school administrators, opponents, staff, parents, and students

Physical Requirements of the Position. Accommodations will be provided

Required to exert physical effort in handling objects more than 50lbs. rarely.

Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) part of the day.

Required to be exposed to a physical environment that could involve dirt, odors, noise, weather extremes, or similar elements daily.

Required to swim.

Frequent walking, sitting, and standing

Frequent bending, stooping, and crouching

Work environment is fast-paced and subject to constant interruptions