Job Posting: Head Varsity Tennis Coach
Start Date: March 1, 2027

Mission Statement: Inspiring Scholars, Athletes and Artists to explore, serve and lead.

Saint George's School (SGS) is an independent K-12 school serving approximately 340 total students in the greater Spokane Area. SGS offers an engaging academic program and a diverse array of enrichment opportunities. Students enter the International Baccalaureate (IB) Diploma Program in grades 11-12. Small class sizes, led by caring and dedicated faculty who value collaboration and professional growth, allow students to thrive.

This position will be a part-time, coaching appointment.

Supervisor: Head of the Upper School & Athletic Director

Season: 9-10 weeks with an additional 1-3 weeks of post-season.

Hours per week: 18-30

Job Summary

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Essential Duties

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes student-athletes during competition and practice to determine the needs for individual or team improvement.
8. Determines match strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary.
13. Follows WIAA and District 6 regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, award nights, and pep assemblies.
19. Models nondiscriminatory practices in all activities.

20. Follows requirements of student participation including having all required forms turned in before allowing athletes to participate.
21. Keep your first aid & CPR card valid. Concussion and Sudden Cardiac trained.

Other Duties

1. Develop an open line of communication with athletes' parents.
2. Attends meetings, clinics, and other professional activities to improve coaching performance.
3. Attend building and league coaches meetings.
4. Performs any other related duties as assigned by the Head of the Secondary School & Athletic Director or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Some experience as a tennis coach or assistant coach at the high school or college level preferred. Must possess effective coaching techniques and skills. Must possess a thorough 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, parents, and students.

Travel Requirements

Up to 3 times a week for games or tournaments; responsible for working with Athletic Director on all travel arrangements for team.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches
Supervision Received: Head of the Upper School & Athletic Director
Stipend: $5250-6350 based on years of experience

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by Head of the Upper School & Athletic Director or appropriate administrator. Saint George's School reserves the right to update, revise or change this job description and related duties at any time.

Application Process: Applicants should submit a resume and Saint George's School application to:

Ryan Peplinski
Saint George's School
2929 West Waikiki Road
Spokane WA 99208