



## WAVERLY COMMUNITY SCHOOLS

### Position Announcement

|                             |   |                              |                          |
|-----------------------------|---|------------------------------|--------------------------|
| <b>Job Title:</b>           | Varsity Girls Tennis Coach  |                              |                          |
| <b>Location:</b>            | Waverly High School   | <b>Start Date:</b>           | March 2026               |
| <b>Salary Range/ Level:</b> | Per current WEA Schedule B<br>\$2200  | <b>Terms of Employment</b>   | Season                   |
| <b>Date Posted:</b>         | January 29, 2026  | <b>Application Deadline:</b> | February 15, 2026 @ 4 pm |
| <b>Application Process:</b> | <p>A COMPLETED ONLINE APPLICATION IS <b>REQUIRED</b>. (See application instructions at <a href="#">Ath Girls Varsity Tennis Coach 2026</a></p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"><li>Attached within the online application (preferred)</li><li>Faxed: (517) 321-8577</li><li>Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li></ul> |                              |                          |

#### Job Description

##### **ESSENTIAL JOB FUNCTIONS**

*Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:*

- Coach tennis at the high school level (MHSAA).
- Must be able to effectively teach and coach student athletes.
- Motivate athletes, plan, organize and teach fundamentals and techniques of tennis with a positive attitude.
- Provide leadership to the entire tennis program.
- Ability to instill, enforce and provide fair and firm direction.
- Character-based coaching system/goal oriented, outcome-based philosophy.
- Assist other tennis coaches as needed.
- Must be able to communicate effectively with people from varied social, educational and economic backgrounds.
- Ability to work without constant supervision, make decisions and have good judgment.
- Communicate frequently with Athletic Director - goals, progress and needs.

- Maintain a physically safe practice environment and plan effective practices.
- Distribute monthly calendar to athletes and parents.
- Maintain daily attendance for athletes.
- Monitor athletes school attendance and grades.
- Coordinate teambuilding/bonding activities.
- Attend coaching clinics.
- Willing to attend summer camps.
- Regular and on-time attendance is required.
- Other duties as assigned.

*This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.*

### **QUALIFICATIONS**

#### **REQUIRED QUALIFICATIONS:**

- Minimum of a high school diploma.
- Experience coaching tennis athletes at the middle/high school level.
- Broad knowledge base of sport and program development.
- CPR Certification
- Must have attended MHSAA Cap Program or willingness to attend.

#### **Knowledge, Skills and Abilities:**

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate. Work is performed indoors and outdoors. The employee is directly responsible for the safety, well-being and work output of students.

#### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

#### **Notice of Non-discrimination**

##### ***Non-Discrimination***

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:(517)319-3031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***