

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Head Coach – Varsity Boys’ Tennis Team
DIVISION: Athletics
REPORTS TO: Director of Athletics
FLSA: Part-time, Non-exempt (Seasonal Employee)
TERM: 2020 - 2021 Spring Sports Season (March 22, 2021 – May 22, 2021)

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten – 12 at our Main campus and Pre-K – Grade 3 at our Harbour View campus. The school has a current enrollment of approximately 800 students, 165 employees, and sits on two campuses, a 100-acre campus and a 3-acre campus, both located in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

We are currently seeking candidates to serve as the school’s Head Coach for the varsity boys’ tennis team. Candidates will work part-time and possess the following education, experience, capabilities and qualities:

Essential Functions:

- Oversee entire NSA Boys’ Tennis Program (Varsity, JV and JJV).
- Coach, supervise and mentor the varsity boys’ tennis team consisting of approximately 10-12 members.
- Maintain competency in game rules, interpretations and procedures, coaching techniques and safety regarding all aspects of the sport.
- Attend all team events, practices, home and away games, and all TCIS and VISAA tournaments.
- Travel with the team, as needed, on NSA provided transportation.
- Establish and maintain effective working relationships with student athletes, coaches, faculty, staff and the NSA community.
- Provide oversight and management for equipment, uniforms, supplies and other needs for the Varsity, JV and JJV boys’ tennis teams.
- Adhere to all appropriate policies and procedures relative to the athletic program including, but not limited to, the Coaches and Athletic Handbook, NSA Employee Handbook, and TCIS and VISAA rules and regulations.
- Nominate worthy athletes for TCIS and VISAA recognition.
- Keep accurate and current statistics for the team and individual team members.
- Schedule, coordinate and attend athletic banquet for the team, and acknowledge all players for their strengths and accomplishments as team members.
- Provide a safe and nurturing environment conducive to learning.
- Participate in athletic-related school meetings and professional development activities, as requested.
- Perform additional duties as assigned by the Director of Athletics.

Required Education/Background:

- Possess demonstrated coaching experience and knowledge of the sport of tennis.
- Proficient with technology.
- 1 – 5 years coaching and/or teaching experience, preferably in an independent school environment.

Required Skills:

- Familiarity with 21st Century coaching skills and possesses a student-centered outlook.
- Understands the mission of the school and the need to focus on the education of the whole child.

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- Takes initiative and is self-motivated and creative.
- Seeks opportunities for continuous professional growth.
- Values parents as a vital resource in educating a child.
- Represents the school positively in the community.
- Is flexible, patient, and compassionate.
- Understands the critical nature of building positive working relationships with students, parents and community.
- Works collaboratively, not only with other coaches, but also school-wide with other faculty and staff.
- Strong interpersonal, oral and written communication skills and the ability to positively interact with student athletes, parents, coaches, staff, faculty, administrators and alumni.
- Excellent organizational skills and communication skills, both verbal and written.

Qualified applicants shall submit a cover letter, resume, including three references, and a completed NSA employment application (form posted online), to Mr. T. W. Johnson, Director of Athletics, at tjohnson@nsacademy.org, for further consideration.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.