

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Assistant Basketball Coach
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EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community High School
REPORTS TO:	Athletic Director / Head Basketball Coach
LENGTH OF WORK:	Pre-season, Season, and Post-season of the activity during the year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

I PROGRAM COORDINATION

A. In-Season

1. Elementary

- a. Work with coaches on fifth grade level as needed.
- b. Work with coaches on sixth grade level as needed.

2. Junior High

- a. Work with coaches during a practice 1 or 2 times per year.
This is not an observation of coaching techniques being used on the junior high level, but it is to help coordinate the philosophy of the varsity coach with that of the junior high.
- b. See 2 to 3 games per year (keep informed of younger players' progress).
- c. Keep information on younger players (strengths & weaknesses).

3. Freshmen

- a. See 2 games (minimum).
- b. Work with 1 or 2 times.
- c. Individual file.

4. B-team

- a. Work with players periodically on individual moves.
- b. Assist and/or work with coaches on occasion.

B. Post-Season

- 1. Assist in setting up and administering summer conditioning programs.
- 2. Assist in planning and instruction of Summer Basketball Clinic for elementary and junior high.
- 3. Assist in evaluation process of each high school player planning on playing the following year. This includes:
 - a. Filling out an evaluation sheet on individuals concerning strengths and weaknesses.
 - b. Talking to players concerning needed areas of improvement.
- 4. Schedule interested players in the various summer league programs with which we are involved.
- 5. Consistently check on and encourage players over summer.

II VARSITY DUTIES DURING SEASON

A. Scouting - Has complete charge

1. Make a composite schedule of all games to be scouted before start of the season listing the following coaches with teams to be scouted: Head Coach, Assistant Coach, B-team Coach, Freshmen Coach, 8th Grade Coach, 7th Grade Coach.
 2. Compile the various scouting reports by the Sunday prior to game with each particular team.
 3. Assist Head Coach in pre-game strategy and preparation.
 4. Assist Head Coach in utilization of report to team by:
 - a. Mimeographed material
 - b. Discussing assignments individually
 - c. Team meeting
- B. Trainer Responsibilities**
1. Assist trainer in maintaining inventory and ordering supplies.
 2. Responsible for assisting head coach and trainer.
 - a. Prevention of injuries.
 - b. Treatment of injuries.
 - c. Pre-practice taping, etc.
- C. Managers (are responsible to Assistant Coach)**
1. Care and storage of equipment and uniforms.
 2. Aid in use and storage of medical supplies.
 3. Prepare list of duties for game.
 4. Prepare list of duties for practice.
- D. Daily Practice**
1. Assist Head Coach in planning weekly and daily practice organization.
 2. The main responsibility is to co-coach the Varsity:
 - a. To the players, his authority is equal to that of the head coach at all times.
 - b. At 3 or 4 intervals, we will divide into groups -usually guards and forwards. The assistant will be in complete charge of initiating and teaching these drills:
 - (1) Will be responsible for individual guard moves on some days and individual forward moves on other days.
 - (2) Teaching team concepts in 2 on 2 and 3 on 3 moves.
 - c. In half or full court 4 on 4 and 5 on 5 drills:
 - (1) Assist head coach in evaluating individual performance and fundamentals while in a team situation.
 - (2) Responsibility for correcting individual and team mistakes for all 12 players.
 - (3) At this time, the assistant will especially be responsible for individual Big Man Play such as boxing out, offensive and counter moves, movement without the ball, inside position.
 - (4) At designated times, head coach will take defense and vice versa.
 - (5) During 5 on 5 scrimmage, assistant will periodically take 2 or 3 individuals to work on individual offensive moves.
 3. Take care of any injury, B-team or varsity, which may occur during practice.
 4. Work with individual B-team players on occasion.
 5. Spend 5-10 minutes each practice in evaluation of that practice.
 - a. Evaluation of players
 - b. Evaluation of effectiveness of practice organization
 - c. Suggestion of drills/areas to work on next practice.
- E. Game Responsibilities**
1. Charting opponent's play for use
 - a. During time outs and half time
 - b. When opponent is played again
 2. Assist head coach in all areas of game strategy and player personnel.
 3. Assistant should be thinking well ahead of the play and remind head coach of some of the many possible situations which may arise, for example:

- a. Players on both teams in foul trouble.
 - b. What an opponent may do in some of the situations that may arise.
 - c. When the opponent may change a defensive or offensive alignment.
 - d. Tell head coach to "cool it", a tech. is impending.
 - 4. Assistant should be evaluating what has been happening.
 - a. Has our team defense or offense been effective?
 - b. Do we need change in our personnel?
 - c. What specific things have been most effective for us?
 - d. What specific things have been least effective for us?
 - 5. Present to head coach and team the following items charted during the first half:
 - a. Opponents half-court offense
 - b. Opponents full-court offense
 - c. Individuals who have been effective against us and why
 - d. Weakness in our half and full court defense
- F. Assist head coach in reviewing and evaluating game films.
- G. Assist head coach in cutting the squad before the season begins.
- H. Participate on radio program periodically throughout the season.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Certified teacher and employment with the Plymouth Community School corporation if required by the IHSAA; or related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must be physically able to demonstrate the sport or activity, including lifting all equipment as required by the activity. This is to include games and practice.

The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

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.

The noise level in the work environment is usually loud.

The work environment may be indoors and/or outdoors.

TERMS OF EMPLOYMENT:

Pre-season, Season, and Post-season of the activity during the year.

EVALUATION:

Annually

Revised 1/19/01