

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Girls Varsity Basketball Head Coach

EXEMPT: Yes
SALARY LEVEL: Per Master Contract
LOCATION: Plymouth Community High School
REPORTS TO: Athletic Director
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. General Duties (year round)**
- A. Supervise entire program.
 - B. Know and inform other coaches of IHSAA rule changes and regulations.
 - C. Be an active member of Coaches Association.
 - D. Attend clinics and continue education.
 - E. Inventory and store equipment.
 - F. Cooperate with Athletic Director as far as ordering uniforms and equipment.
 - G. Encourage athletes as students and also back them in their other sports.
- II. Pre-Season (October)**
- A. Hold meeting for all interested players.
 - B. Make sure athletes have all necessary forms turned in prior to first practice.
 - C. Check equipment.
 - D. Check schedules.
- III. Season (End of October-February)**
- A. Arrange and give copy of all practice schedules.
 - B. Hold meeting at first practice and explain code of conduct, insurance program, school awards program.
 - C. Give uniforms; keep copy of numbers.
 - D. Meet frequently with assistant to keep current on progress.
 - E. Handle public relations and press.
 - F. Establish and follow rules.
 - G. Attend or send delegate to IHSAA rules meeting.
 - H. Be responsible for locker room area.
 - I. Be responsible or delegate a coach to stay until all players are gone after a game.
 - J. Keep in touch with Athletic Director as to equipment, schedules, and any problems.
 - K. Take care of all transportation.
 - L. Keep accurate statistics or delegate someone to do so.
 - M. Head coach is responsible for teaching all fundamentals and stressing importance of defense. Rebounding, ball handling, shooting and passing will also be stressed.
 - N. Be an appropriate role model as far as attitude; behavior at practice, games and other school events.
 - O. Keep parents current on schedule changes.
- IV. Post-Season**
- A. Check inventory and inform Athletic Director.
 - B. Hold meeting; establish summer schedules and weight program.
 - C. Hold clinic.

- D. Evaluate season as to strengths and weaknesses and inform players.
- V. The responsibilities of the Head Coach in regard to his/her feeder system:
 - A. The Head Coach should supervise the running of his/her system.
 - B. He/She is responsible for:
 - 1. Meeting with all coaches at least twice a year.
 - 2. Establish a system and philosophy that is passed on to all coaches in the system.
 - 3. Attend as many lower level games as possible.
- 4. Have a written notebook, list of drills, etc. to hand down to all coaches at the lower levels.
 - 5. Ask for input from all coaches about players coming up through the system.
 - 6. Use varsity assistants to help work and assist lower level coaches.
 - 7. At the high school level, the head coach should be responsible for the evaluation of all assistants in his/her program, in conjunction with the Athletic Director.
 - 8. At the junior high level, the Athletic Director or Principal should do evaluations. The head varsity coach should have some input into these evaluations, if he/she has something to offer.
 - 9. The elementary coaches should be evaluated by their building principals, with the head coach once again having input if he/she so desires.

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 regularly required to talk or 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 meets and practices.

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.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Pre-season, season, and post season of the activity during the year. Salary as per Master Contract.

EVALUATION:

Annually.

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