

PHILIPSBURG SCHOOL DISTRICT
JOB DESCRIPTION

Position Title: HEAD BASKETBALL COACH

Classification: EXTRACURRICULAR\ATHLETIC

WORK SCHEDULE: The responsibility is seasonal and follows the calendar of the Montana High School Association for practice sessions and contests.

- QUALIFICATIONS:**
1. Valid Montana teaching certificate (preferred).
 2. Current First Aid certificate.
 3. MHSAA Coach's Certification, or able to obtain.
 4. Minimum of 3 years coaching experience

- RESPONSIBLE TO:**
1. In the performance of duties as the Head Basketball Coach, is responsible to and under the supervision of the High School Principal.
 2. Coordinates the specific duties listed below with the Assistant Principal for Activities.

GENERAL DUTIES: Supervises and coordinates the basketball program for grades 9-12.

- SPECIFIC DUTIES:**
1. Cooperates with the Principal and Assistant Principal for Activities in enforcing the Montana High School Association rules and by-laws and the regulations of the league in which the school holds membership.
 2. Determines the responsibilities of the Assistant Coaches in keeping with their job descriptions.
 3. Implements all Board policies relating to the conduct of student athletes.
 4. Encourages good sportsmanship, self-discipline, and conscientious behavior - both on and off the court.
 5. Organizes tryouts and selections of teams.
 6. Provides the Athletic Director for Activities with an alphabetical list of team members two weeks prior to the first contest.
 7. Organizes and supervises all varsity practices and activities.
 8. Teaches skills and strategies important to success of individuals and teams.
 9. Responsible for the health, welfare, and training needs of the athletes while participating in school events. Serious problems will be referred to the parents of the athlete.
 10. Organizes and supervises the transportation to and from all contests in accordance with District policy.
 11. Supervises student athletes and directs the team at all home and away contests.
 12. Directs the scouting program.
 13. Keeps news media informed of team activities.
 14. Attends clinics necessary to remain updated with regard to successful coaching organizations, methods, and strategies.

15. Attends conferences and other coaches' organizational meetings as needed.
16. Attends postseason program designed to recognize and honor the players for their team and individual achievements.
17. Manages the acquisition, distribution, and collection of all uniforms and equipment. All uniforms and equipment must be returned, inventoried, and stored at the end of the season.
18. Initiates written requests to the Activity Director for purchasing uniforms, equipment, and supplies.
19. Submits a written postseason report to the Assistant Principal for Activities.
20. Assist in the evaluation of assistant coaches at all levels.
21. Assist with Summer Strength and Conditioning program.
22. Responsible to maintain and update the programs records and statistics on a yearly basis.
23. Performs other related duties as assigned.

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 administrators, staff, parents and students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

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.*

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and assistant coaches.

The noise level in the work environment is usually very loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.