

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

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

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

**I PROGRAM COORDINATION**

**A. Pre-Season**

1. Work with assistants and freshmen coaches in planning the coming year.
2. Work in any way to help direct or assist the 5th, 6th, 7th, and 8th grade coaches and their Program.
3. Direct pre-season conditioning workouts with all freshmen through seniors not out for a fall sport.

**B. In-Season**

1. Work with all basketball coaches in the system as needed.
2. Drop in on practices and games on all levels on occasion to let them know your interest.

**C. Post-Season**

1. Direct the summer workout program and open gym.
2. Work with assistants in evaluating players for the coming year.
3. Encourage players in off-season to improve athletically, academically, and behavior traits.

**II DUTIES DURING SEASON**

**A.** Coordinate practice times between varsity, junior varsity and freshmen regarding use of the gym.

**B.** Responsible for scouting schedule and scouting reports.

**C.** Stay abreast of training room supplies and needs.

**D.** Work with trainer concerning injured players.

**E.** Be prepared for each daily practice.

1. Have a practice plan for varsity assistant and managers.
2. Know which players were absent that day.
3. Dress professionally for practice
4. Talk with individual players prior to practice as needed.

**F. Discipline:**

1. Shirts are tucked in.
2. Players look sharp and act accordingly (with respect toward coaches, managers, visitors and each other).
3. Nothing bordering on disrespectful behavior will be tolerated.
4. Locker room:
  - a. Maintain a quiet, business-like decorum.

b. Must be kept neat and clean at all times.

**G. Practice:**

1. Will be quick moving, fast paced.
2. Will geared to establish habits of moving, thinking and reacting quickly, as in game conditions.

**H.** See that all lights are turned out and all doors locked if your team is the last to be there that day.

**I. Team Meeting - soon after tryouts are completed.**

1. Discuss team goals and how to achieve them.
2. Go over rules and acceptable conduct relating to school, travel policies (on the bus, etc.), in the locker rooms, on and off the floor. Include appropriate dress.
3. Cover insurance policy, award system, and eligibility requirements.

**III. POST-SEASON DUTIES**

- A. Responsible for all equipment to be turned in.
- B. Give a cumulative stat sheet to athletic director.
- C. Inventory all equipment and turn in inventory sheet to athletic director
- D. Meet with players returning for next season.

**IV. GENERAL DUTIES**

**A. Media**

1. Be at radio program or designate a person each Saturday morning during the season.
2. Take responsibility for other public relations duties.
  - a. Meet with the newspaper writers during the week prior to games and immediately following games.
  - b. Have statistics available for mid-week calls and radio personnel.

**B.** Take responsibility for the video equipment going to and from games.

**C.** Stay abreast of basketball information through joining the state organization, going to rules meetings, going to clinics, visiting various college coaches in the off-season.

**V. THE RESPONSIBILITIES OF THE HEAD COACH IN REGARD TO HIS OR HER FEEDER SYSTEM:**

1. The Head Coach should supervise the running of his or her system.
2. He or she is responsible for:
  - a. Meeting with all coaches at least twice a year.
  - b. Establish a system and philosophy that is passed on to all coaches in the system.
  - c. Attend as many lower level games as possible.
  - d. Have a written notebook, list of drills, etc. to hand down to all coaches at the lower level.
  - e. Ask for input from all coaches about players coming up through the system.
  - f. Use varsity assistants to help work and assist lower level coaches.
  - g. At the high school level, the head coach should be responsible for the evaluation of all assistants in his program, in conjunction with the Athletic Director.
  - h. At the junior high level, evaluations should be done by the Athletic Director and or Principal. The head varsity coach should have some input into these evaluations, if he or she has something to offer.
  - i. The elementary coaches should be evaluated by the building principals, with the head coach once again having input if he or she so desires.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The Head Boys 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*