

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Assistant Coach / Program Coordinator

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. PRE SEASON

- A. Work with all 5th through 8th grade coaches as needed**
1. Obtain a schedule of practices (each coach)
 2. Obtain a schedule of games (each grade level)
- B. Assist in finding qualified coaches for openings in the elementary program**
1. People with some basketball knowledge
 2. Main criteria: Good role model – positive influence
- C. Compile a roster for each player on teach team in our entire system**
- D. Assist with pre-season conditioning workouts**
- E. Assist with pre-season open gym**

II. IN SEASON

- A. Elementary**
1. Work with coaches on 5th grade level as needed
 - a. Work with coaches and players to achieve goals listed on our vertical progression charts
 2. Develop practices/games periodically
- B. Middle School (Lincoln Junior High)**
1. Work with 6th grade coaches periodically on both “A” and “B” team levels
 - a. Work to achieve our vertical progression goals
 - b. Observe some practices and games
 - c. Keep updated on 6th grade players
- C. 7th and 8th Grade**
1. Be of any assistance during tryouts at beginning of season
 2. Observe and/or work with coaches as needed. The goal here is to help coordinate the philosophy, fundamentals and ideas of the varsity coach with that of the junior high staff. Over a period of time, we want to develop a “readiness” for varsity participation. To do this, we want to create four key areas of habits that will improve each person as a basketball player and as a person.
 - a. Play unselfishly (as a team)
 - b. Play enthusiastically but maintain an even and steady-temperament (without pouting/sulking, etc.)
 - c. Listen attentively and respectfully
 - d. Develop a good work ethic so as to be able to play relatively hard and intense for an entire practice or game

D. High School

1. Work with junior varsity and freshman coaches as needed
2. Head coordinator of all scouting and game preparation of opponents
3. Assist at varsity practice when not involved with a practice at another level
4. Assist varsity team during games when not scouting

III. POST SEASON

- A. Assist in post-season player evaluation
- B. Help set up and run the summer basketball camp for 2nd through 8th grades
- C. Assist with open gym during spring
- D. Assist with summer open gym and practices

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 12/12/02