



Head Basketball Coach Job Description

Job Title: Head Basketball Coach

Reports to: High School Principal/Athletic Director

Dept./School: Athletics/High School

Primary Purpose:

Instruct athletes in fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of accomplishment, acceptable social behavior, self-discipline and self-confidence. Contribute to education program as a whole and growth of students involved in athletics.

Qualifications:

Education/Certification:

Bachelor's Degree
Valid Texas teaching certificate
CDL preferred
Current with CPR, First Aid and AED
Current with all UIL certifications

Special Knowledge/Skills:

Ability to work closely with students, teachers, community and support organizations
Knowledge of University Interscholastic League (UIL) rules, THSCA, and NFHS
Ability to instruct and supervise students
Excellent organizational, communication, and interpersonal skills

Experience:

3-5 years Head coach experience – preferred but not required
Experience in maintaining budget and ordering equipment
Demonstrated prior success in Basketball coaching/leadership positions
Experience building a successful youth/feeder program and vertical alignment of Junior High program
Experience in maintaining budget and ordering equipment

Major Responsibilities and Duties:

Program Planning and Instruction

1. Establish performance criteria for competition and manage athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship. Model performance criteria and perform physical movements required for successful student performance.
2. Instruct athletes in fundamental skills, strategy and physical training necessary for the athlete to realize a degree of individual and team success.
3. Student athletes shall receive instruction that will lead to the formulation of accomplishment, acceptable social behavior, self-discipline and self-confidence.
4. Assist Athletic Director in evaluation of programs, developing lines of communication, and ensuring continuity of program from the junior high to high school level.
5. Use a variety of instructional techniques and media to meet the needs and improve the abilities of students.



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Athletic Events

1. Work with other members of school staff to plan and put in place instructional goals and objectives to insure the overall educational development of student athletes.
2. Manage campus athletic events, in partnership with Athletic Director, including ticket sales, employment of game staff, and ensure proper preparation of facilities.
3. Arrange transportation, lodging, and meals for out-of-town athletic events.

Student Management

1. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with the Student Code of Conduct, student handbook, and Extra Curricular Code of Conduct.
2. Accompany and supervise student athletics during football games both home and out of town trips.
3. Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations with regard to academic requirements for scholarships and recruiting practices.

Communication

1. Establish and maintain open lines of communication on vital issues with parents, students, and district personnel.
2. Conference regularly with campus coaching staff; jointly develop growth plans and support individual professional development activities.
3. Consult with the Athletic Director and Principal if issues require additional attention.

Administration, Budget and Inventory

1. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in areas of athletics.
2. Compile, maintain, and file all reports, records, and other documents required.
3. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
4. Oversee the process of cleaning, repairing, and storing of all basketball athletic equipment including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment.

Personnel Management

1. Promote collegiality, teamwork, and participatory decision making among staff members.
2. Demonstrate ability to work with others in a positive and productive manner.

Community Relations

1. Articulate the district's mission and goals in the area of athletics to the community and solicit support in realizing the mission.
2. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
3. Support athletic booster club activities and represent the district positively with the public, other schools, UIL, and other related organizations.



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Other Duties

1. Administrative Duties at Campus including Administrator in Charge at athletic and other events.
2. Other duties as assigned

Supervisory Responsibilities:

Athletic staff

Equipment Used:

Various athletic equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Reading, ability to communicate effectively, and ability to interpret procedures and data. Maintain emotional control under stress. Frequent district wide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____