JOB DESCRIPTION
HEAD GIRLS BASKETBALL COACH
MIDDLE SCHOOL GIRLS COORDINATOR

JOB TITLE: Head Girls Basketball Coach, MS Girls Coordinator
WAGE/HOUR STATUS: Exempt

REPORTS TO: Athletic Director and Campus Principal
TERMS: 226 Days (Part-Time)

DEPARTMENT: Athletic
PAY GRADE: Teacher Pay Schedule

PRIMARY PURPOSE:
Organize, coordinate and promote a comprehensive program for basketball that is designed to meet the needs and interest of the district and community.

QUALIFICATIONS:

Minimum Education/Certification:
Bachelor’s degree from an accredited college or university
Valid Texas teaching certification with required endorsements or required training for subject and level assigned

Special Knowledge and Skills:
Strong communications, public relations and interpersonal skills
Strong problem solving skills

Minimum Experience:
Minimum two years teaching experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Coordinate basketball programs for 7th grade through 12th grade
2. Three (3) middle schools; freshman, JV, and varsity teams
3. Provide training and guidelines for coaching staff and the entire program
4. Assist Director of Athletics with organizing high school tournaments
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Submit all needed requests made by the Director of Athletics
6. Lead in utilization and maintenance of basketball equipment
7. Comply with district policies, as well as state and federal laws and regulations
8. Adhere to the district’s safety policies and procedures
9. Maintains confidentiality in the conduct of district business
10. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
11. Demonstrate regular and prompt attendance
12. Other duties as assigned

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; frequent district-wide travel; frequent state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to frequently to occasionally lift 25 to 50 pounds; outdoor exposure to sun and heat.
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EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ________________________________________________________________

Signature: ______________________________________________ Date: ________________

ESTABLISHED/REVISED: March, 2018