



Job Description

Reports to: Head Girls' Varsity Basketball Coach and Athletic Director

Building: Munster High School

Evaluated by: Athletic Director

Evaluation period: Annual

Purpose of the Position: The Girls' Basketball Varsity Assistant Coach position assists the head coach in coaching the Girls' Basketball team.

Responsibilities:

- Stay current with new ideas and techniques through clinics, workshops, videos, and/or publications
- Is knowledgeable of school policies and regulations affecting the player and participation
- Review, know, follow, and implement the rules and regulations of the IHSAA
- Attend and contribute to scheduled athletic staff meetings
- Work in concession stand on one or two occasions per year, supervising athletes with concession manager
- Assist in organizing and attending off-season conditioning and workouts
- Assist head coach in assuring all athletes have returned a completed IHSAA athletic physical form and on file in the athletic office prior to participation in conditioning, weight training and practice
- Know and assist head coach in explaining school policies and regulations
- Recruit athletes for team
- Issue equipment and uniforms
- Assume responsibility for athletes during all phases of the season, including supervision
- Assist in seeing that athletes know and follow IHSAA rules and regulations
- Assist in meaningful and challenging practices to develop athletes to their greatest potential
- Apply discipline fairly and in accordance with school and team policies
- Emphasize safety precautions and inform athletes of availability of trainers in case of injury
- Know how to administer basic first aid and CPR
- Conduct self in an ethical and sportsmanlike manner during practices and contests
- Instruct athletes on competition rules and keeps players aware of new rules and interpretations of rules
- Provide athletic director with information on any major disciplinary action taken
- Know and adhere to school and athletic department policies
- Assist head coach in arranging for return of all inventoried equipment and follows proper procedure for unreturned equipment.
- Attend awards banquet and presents awards to athletes
- Provide critical analysis of past season and plans for next season with head coach

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:

College degree or High School diploma.

Language Skills:

Ability to read and interpret documents and rules manuals, schedules, and inventories. Ability to speak effectively with the coaches, players, parents and the public.

Mathematical Skills:

Ability to count money and record totals for administrative purposes.

Supervisory Skills:

Ability to supervise athletes.

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.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of situations. Ability to game plan and make game decisions.

Other Skills and Abilities:

Coaching and playing experience in basketball

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

Terms of Employment:

Length of season according to IHSAA rules.

Salary: \$6,064 per year.