



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Head Girls Basketball Coach

LOCATION: North Chicago High School

REPORTS TO: Athletic Director

PRIMARY FUNCTION: This job assignment is accountable for instructing student athletes in a specific sports activity and providing leadership in helping each participating student achieve a high level of skill, and appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

QUALIFICATIONS:

1. Certification: ASEP Certification or Teacher Certification
2. Education:
 - A. Required – High School Diploma
 - B. Preferred – Bachelor's degree from an accredited college or university
3. Experience:
 - A. Required – Two (2) years of successful coaching experience in the specific sport and working with a diverse population.
 - B. Preferred – Two (2) years of prior experience coaching in the specific sport and with a diverse student population in an urban school setting

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Assists the Athletic Director, when necessary, in scheduling contests and transportation where applicable;
2. Assumes primary responsibility for field or court preparation;
3. Coaches individual participants in the skills necessary for successful performance;
4. Enforces discipline and sportsmanlike behavior at all times and establishes and oversees penalties for breach of such standards by individual students;
5. Ensures appropriate dress at practices and events;
6. Ensures practice and repetition of fundamentals;
7. Ensures proper care of equipment;
8. Ensures proper organization of practices and drills;
9. Ensures that all tasks are completed in a timely manner;

10. Follows District procedures in establishing performance criteria for eligibility in interscholastic competition in assigned sport;
11. In consultation with Athletic Director, hires, trains, and evaluates all Assistant Coaches;
12. Maintains complete and accurate records as required (e.g. attendance forms, insurance records, files accident reports, etc.);
13. Maintains satisfactory attendance, as defined in District policy and regulations
14. Manages athlete behavior during all athletic practices, competitions, and events;
15. Oversees the safety conditions of the facility/area in which assigned sport is conducted at all times, especially, when students are present;
16. Plans and schedules a regular program of practice in season in accordance with District policy and IHSA regulations;
17. Provides a positive learning environment for the athletes;
18. Provides Athletic Director with end of year inventory and award information as requested;
19. Provides Athletic Director with team rosters as requested;
20. Provides Athletic Director with the evaluation of all assigned coaches as requested;
21. Provides information and reports to Athletic Director in a timely manner;
22. Recommends purchase of equipment, supplies and uniforms as appropriate;
23. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities;
24. Supervises students, along with other staff and volunteers, during local and out of district/state games.
25. Performs other related tasks as assigned.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Serve on committees and other groups charged to enhance safety and promote athletics.
2. Assist in securing, administering, supervising and preparing reports for various state, federal and foundation grants.
3. Perform other tasks as directed by the High School Principal, Assistant Principal, and Dean of Students.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of the specific sport;
2. Knowledge of care and treatment of athletic injuries;
3. Knowledge of coaching techniques and human behavior;
4. Knowledge of the District's Goals of an Athletic Program and the Code of Ethics for Coaches;
5. Knowledge of the State, Federal and School Board Policies and Regulations regarding student conduct and appropriate disciplinary action;

Technical: Candidate must be proficient in the use of Microsoft Office and must be able to utilize networking printers to perform work.

Interpersonal: Candidate must be able to work collaboratively with a team, must be able to make difficult decisions that impact learning, must be able to work harmoniously with students, parents, staff, and administration, etc. Candidate must be able to communicate effectively with students, parents and staff, and exhibit sound judgment in dealing with people, and must have strong organizational skills.

PHYSICAL DEMANDS:

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Physical Effort: Work required handling average weight materials or equipment, but not for sustained periods.

Working Conditions: Some exposure to definitely disagreeable.

TERMS OF EMPLOYMENT: IHSA Standardized Calendar. A maximum of 200 hours required to perform this position, which includes responsibilities and obligations required outside of the proposed sports schedule. Any hours provided outside of the required hours noted in this position description will be considered volunteering of one's time.

SALARY RANGE: As per the Collective Bargaining Agreement

EVALUATION: Conducted yearly

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.

CREATED: 12/23/14

REVISED: