

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>FRESHMAN COACH BASKETBALL</b>	<b>REPORTS TO:</b>	Athletic Director
---------------	----------------------------------	--------------------	-------------------

The freshman coach must be a positive person. He/she must be willing and able to work long hours. He/she must have imagination, foresight and the ability to mold the uncoordinated and undisciplined into a strong, self-functioning unit that will persevere. His/her conduct and character must be above reproach, as his/her daily association has an immeasurable influence on the youth of the community. The freshman coach in the Zanesville City School system must have a commitment to excellence in his/her work with the youth of our community. His/her responsibility and position, although awesome in scope, might just be one of the most rewarding and fulfilling of any, as the qualities he instills will live on forever.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

- To instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success. The success of the athletic programs has a strong influence on the community's image of the entire school system.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption Date:

Revised:

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

**DUTIES AND RESPONSIBILITIES**

1. To recruit and motivate those students that might become prospects for the development of freshman athletic teams.
2. To follow the basic patterns and fundamentals of the game as determined by the head coach.
3. To consult with the Athletic Director regarding scheduling and transportation.
4. To work closely with the equipment manager in the issuing collection and care of all equipment.
5. To notify media regarding pre and post-game publicity.
6. To help make necessary arrangements for the specific facility being used, i.e. gym.
7. To attend all staff meetings and scout as recommended by the head coach.
8. To be loyal to the head coach and the entire Zanesville City Schools Athletic Program.
9. To attend clinics as recommended by the Athletic Director and the head coach.
10. To be directly responsible for the discipline of the team during contest and while in transit.
11. To instill the joy of playing the game.
12. To help build confidence in team members.
13. To abide by the rules of OHSAA and the school district policies.
14. To organize the collection of necessary insurance, physical, training rules and eligibility forms.
15. To be positive in the program of coaching freshman youth.
16. To consult with the Athletic Director, regarding schedule, officials and other matters pertaining to the program.
17. To stress individual and team discipline and abide by the basic training rules and the team rules.
18. To develop in the youth the desire to improve themselves and to win.
19. The freshman coach is responsible for completing the evaluation forms on the players and passing them on to the next grade level staff coach when appropriate.
20. Adhere to school district philosophies and policies concerning coaches' conduct.
21. Complete administrative duties required before and after seasons.
22. Administer games and practices in a manner that student/athletes will have a positive and fun learning experience.
23. Be aware of academic eligibility requirements and the students' progress academically.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption Date:

Revised:

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

**DUTIES AND RESPONSIBILITIES – CONTINUED**

- 24. Attend appropriate Pupil Activity Supervision Validation class when required with CPR training
- 25. Be involved in the off season programs.

<b>TERMS OF EMPLOYMENT</b>	Seasonal
--------------------------------	----------

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption Date:  
Revised: