

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>MIDDLE SCHOOL BASKETBALL COACH</b>	<b>REPORTS TO:</b>	Athletic Director
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The basketball 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 basketball 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.

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**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 middle school students that might become prospects for the development of middle school cross country teams.
2. Be a high school graduate.
3. Having knowledge of basketball skills and rules.
4. Be able to gain respect from his/her team.
5. Understand that the teaching of sportsmanship is very important.
6. Conduct one's self as a coach and an adult at all times, both at practice and at games. The coach and team is a representative of their school and the entire school system.
7. Have the team understand team rules at the beginning of the season and adhere to them.
8. Is responsible for all equipment and uniforms.
9. Understand the guidelines of the program from the high school coaches in working forward building a strong program throughout the city.
10. Is responsible to attend scheduled meetings throughout the year scheduled by the Varsity Head Coach.
11. Understand that any problems of any great importance should be discussed with the middle school principal so the principal has full knowledge of the matter.
12. Discuss with each principal the rules and guidelines at their respective school.
13. Exhibit loyalty for the entire program in voicing positive statements concerning any other city coach or team.
14. Both coaches' 7<sup>th</sup> and 8<sup>th</sup> grade, work together in relating ideas and coaching techniques.
15. Is responsible to have each team member fill out insurance cards, emergency care card, training rule card and physical card. File the physical and insurance card in the principal's office.
16. To attend clinics as recommended by the athletic director and/or varsity coach.
17. To be directly responsible for the discipline of the team during contest and while in transit.
18. Administer games and practices in a manner that student/athletes will have a positive and fun learning experience.
19. Attend appropriate Pupil Activity supervision Validation class when required with CPR training.

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**DUTIES AND RESPONSIBILITIES – CONTINUED**

20. Be aware of academic eligibility requirements and the student’s academic progress.
21. To help build confidence in team members.
22. To abide by the rules of the OHSAA and the school districts policies.
23. To consult with the principal regarding schedule, officials, transportation and other matter pertaining to the program.
24. To develop in the youth the desire to improve themselves and to win.
25. All middle school coaches are responsible for filling out the evaluation forms on the players and passing them on to the next grade level staff coach.
26. Report results of all games – win/loss – to local news media immediately after the contest (newspaper, TV, radio). Also report appropriate information over school PA.
27. Adhere to school district policies and philosophies regarding coaches’ conduct and dress.
28. Complete administrative duties required before and after season.
29. Assist High School staff with scouting and program activities.
30. Organize open gyms during off season.

<b>TERMS OF EMPLOYMENT</b>	Seasonal
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