**NEWTON MUNICIPAL SCHOOL DISTRICT**



**JOB DESCRIPTION**

**TITLE: TEACHER-GIRL’S BASKETBALL COACH**

**QUALIFICATIONS:**

* Hold at least a valid Class A Certificate issued by the Mississippi State Department of Education and endorsed in the field of instruction to which he/she is assigned.
* 2-4 years of experience coaching basketball at the high school level (head coaching experience preferred).
* Must possess effective coaching techniques and skills
* Must possess the ability to establish and maintain effective working relationships with school administrators

**EDUCATION:**

* Bachelors from an accredited college or university in education discipline applicable to teaching assignment.

**REPORTS TO:**

* Principal or other staff as designated by the Superintendent or Board of Trustees.

**SUPERVISES:**

* Students and other staff as designated by the Principal, Superintendent, or Board Trustees

**JOB GOAL:**

* To assist the teacher in maintaining appropriate classroom activities an environment in order that students may learn effectively.

**JOB PERFORMANCE RESPONSIBILTIES:**

1. Meets and is fully prepared to supervise and instruct all assigned classes at the designated times and location
2. Meets and is fully prepared to complete all assigned duties, including those associated with extracurricular activities.
3. Makes arrangements for being available to students and/or parents for education-related purposes outside the normal hours of the instructional day under reasonable terms; answers all correspondence, i.e. emails, letters, telephone calls, etc. in a timely and professional manner.
4. Attends and actively participates in all faculty meetings, team meetings, TST meetings, etc. and serves on school-related committees as required by administration.
5. Creates and maintains a classroom environment that is safe, secure, and conducive to the teaching and learning process.
6. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities; and supervises students at all times, especially during classroom experiments, demonstrations, videos, etc.
7. Consistently uses each and every class period to engage students in the teaching and learning process, and never uses a cellular telephone, Internet, or other inappropriate task for personal use during this time.
8. Prepares lesson plans and activities during the assigned planning period or other available time when students are not present in the classroom.
9. Maintains a program of study that meets or exceeds the individual needs, interests, and abilities of all students.
10. Develops and implements reasonable rules of classroom behavior and procedures; reviews and enforces all handbook policies with students on a regular basis, and maintains order at all times in a fair and consistent manner.
11. Provide instructions to enable all students to set and maintain appropriate standards of classroom behavior.
12. Prepares appropriately for all assigned classes, and provides written evidence (lesson plan, work samples, etc.) of preparation upon request of school administration.
13. Utilizes a variety of instructional methods and technology that are consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
14. Guides the teaching and learning process toward the achievement of all curriculum goals, and establishes clear and concise lesson/project objectives to ensure effective communication and delivery of lessons to all students.
15. Strives to implement by instruction and action the district's philosophy of education, instructional goals, and objectives.
16. Continually assesses the accomplishments and progress of all students and provides progress reports as necessary.
17. Continually diagnoses and monitors student learning and behavioral deficiencies and provides classroom remediation interventions; and seeks the assistance of other teachers, administrators, and/or district specialists as necessary.
18. Maintains accurate, complete and correct records as required by state law, district policy, and administrative regulation.
19. Assists the administration in planning and implementing the rules, regulations, and policies that govern the school.
20. Successfully completes all district staff development activities and training.
21. Continually strives to maintain and improve professional competence.
22. Certified teachers are solely responsible for earning either CEU's or college credits toward maintaining a valid and up-to-date Mississippi Educator's License (the district cannot provide a contract of employment to certified teachers whose license has expired).nt and maintains inventory records.

**ADDITIONAL DUTIES:**

* Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.
* Manage and supervise athletic activities, contests, and practice sessions, to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
* Coordinate the development, promotion, and retention for the Girls Basketball Program from Lower School to Upper School
* Hold organizational meetings for team prospects and encourage potential athletes to participate in the girls basketball program.
* Ensure all-girls basketball coaches work together toward a common goal within the girls basketball program and provide unity within the youth community programs.
* Develop a regular practice schedule and organize practice time to provide both individual and team development.
* Hold a preseason meeting with all student-athletes and parents before the first official game.
* Apply and enforce student discipline during athletic contests, practice sessions, and trips off school property, encouraging sportsmanlike conduct in all phases of athletic participation.
* Take all necessary precautions to protect student-athletes, equipment, and facilities, including protecting students from hazing/bullying
* Maintain and secure all basketball equipment and uniforms.
* Assist student-athletes with college recruitment.
* Assist the Athletic Director with the scheduling of games and coordinate arrangements.

**TERMS OF EMPLOYMENT:**

* Salary, length of work year, sick leave, and personal leave to be established by the Newton Municipal School District Board of Trustees. Supplements may be added to employee’s salary for performing additional duties as assigned by administration.

**EVALUATION:**

* Performance of this job will be evaluated in accordance with state and school board policy.

Approved by: Date:

(Principal)

Reviewed and agreed to by: Date:

(Employee)

NOTE: This form must be signed at the beginning of each new school year. A copy of the signed form will be placed in the employee’s personnel file.

**FLSA Status: Exempt**