



Mancos School District
Staff Job Description

Title: High School Basketball Head Coach	FLSA Status: non exempt
Reports To: Athletic Director	Pay Range: refer to salary schedule
Prepared/Revised Date: April 11th, 2024	Work Year: pre season, in season, off season

SUMMARY:

The head coach is responsible for the growth and development of the high school basketball program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Assists in developing team and individual player goals and maintains high expectations for both, including but not limited to: attend school, passing grades, attend practice and contests, exhibit good sporting behavior and citizenship. The program is an extension of the classroom.	D	20%
2. Supervise, direct and evaluate assistant coaches. The head coach is the coach for the entire program and has ultimate responsibility.	W	10%
3. Follow and enforce all regulations, policies, philosophies, and administrative directives as set by the Mancos School District.	W	5%
4. Complete and follow seasonal (preseason, season, summer) and daily practice schedules. Schedules will be available to the Athletic Director (AD) on request.	W	10%
5. Plans in advance and prepares for each contest in an effort to put the team in the best possible position to be successful.	W	6%
6. Attend all practices and games, unless ill or with advanced notification of the AD.	W	5%
7. Complete any district reports on conduct or injuries that occur under their supervision.	W	3%
8. Works with the Mancos School District's trainer to ensure the wellbeing and safety of each athlete.	W	3%
9. Equipment - Monitors safety of all equipment on a daily basis. Submits a list to the AD of supplies, equipment, and uniforms requests for the following season.	D	3%
10. Equipment - Cares for, inventories, and prepares all equipment, supplies, and uniforms for storage at the end of the season. Collects all equipment, supplies, and uniforms checked out to team members. Completes an itemized list and numbered inventory of equipment that needs replaced and what will carry over to next season.	W	3%
11. Help manage district athletic facilities including cleanliness of locker rooms, gym	D	7%



Mancos School District
Staff Job Description

and fields after each practice and game, and maintenance to ensure the well-being of students, families and staff.		
12. Collect money for clothing, equipment, or accessories sold to team members.	W	3%
13. Collects money for lost or damaged school property.	W	3%
14. To continue to grow as a coach; attends and participates in coaching clinics, takes coaching related courses, independently studies video, periodicals, and books related to his/her sport including sport pedagogy, sport psychology, sport physiology.	W	5%
15. Seeks to attain and maintain good public relations with students, parents, staff and assistant coaches.	W	5%
16. Is active in fundraising to support the efforts of the team and athletic department.	W	3%
17. Uses the Band App to communicate with players and families.	D	5%
18. Perform other duties as assigned.	D	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- NFHS Coaching Certification Class
- Pass CHSSA rules exam with 100%

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent communication skills
- Excellent time management skills
- Intermediate English language skills
- Excellent interpersonal relations skills
- Ability to manage multiple priorities
- Ability to interact and work effectively and cooperatively in a team environment
- Ability to be flexible with schedule changes
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must have a valid driver's license
- Must pass various pre-employment background screenings; required at entry
- Must have current CPR and First Aid certification

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment
- Microsoft and or Google applications

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Athletic Director
- Direct Reports: Assistant Coaches



Mancos School District
Staff Job Description

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				x
Administer a Budget				x
Monitor a Budget				x
Coordinate a Budget				x
Initiate a Requisition				x

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit			x	
Use hands to finger, handle or feel				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance			x	
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste			x	
Smell			x	

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	



Mancos School District
Staff Job Description

Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy			x	
Coordinate				x
Instruct				x
Compute			x	
Synthesize			x	
Evaluate				x
Use Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions			x	
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			



Mancos School District
Staff Job Description

Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

- Work on-call and after hours
- Occasional prolonged and irregular hours

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.