Class Code:

POWELL COUNTY SCHOOLS
JOB DESCRIPTION

POSITION TITLE: Little League Basketball Coordinator

REPORTS TO: District Athletic Director

SUPERVISES: Little League Coaches

BASIC FUNCTION: To organize and supervise a total little league basketball program and coordinate the instruction and development of athletes in the fundamental skills necessary for them to realize a degree of individual and team success. The Director must serve as an appropriate role model for student athletes through his/her instructions and actions.

REPRESENTATIVE DUTIES: The terms of employment are designated by the contract.

- Establish the fundamental philosophy, skills and techniques to be taught by middle and high school coaching staff. Designs clinics and coaches' meetings to ensure staff awareness of overall program.
- Train and inform staff, encourage professional growth by encouraging clinic attendance.
- Delegate specific duties, supervise implementation and, at season's end, analyze staff effectiveness and evaluate all little league coaches.
- Maintain discipline, adjust grievances and work to increase morale and cooperation.
- Serves as a mentor to each athlete to promote the development and demonstration in student athletes the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- By his/her presence at all games, provides assistance, guidance and safeguards for each participant.
- Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Perform such other duties which may be assigned by the athletic director/principal.
- Organize parents, coaches, players and guests for preseason meetings.
- Promote the sport through various forms of social media and positive interactions within the community.
- Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
- Present information to news media concerning schedules, tournaments and results.
- Participates in the budgeting function with the athletic director by establishing requirements for the next season. Is responsible for operating within the little league budget.
- Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
- Properly marks and identifies all equipment before issuing or storing.

- Examines facilities before and after games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
- Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
- Instills in each coach a respect for equipment and school property, its care and proper use.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Has a thorough knowledge of all the athletic policies approved by Powell County Schools' Board of Education and is responsible for their implementation by the entire staff of the little program.
- Has knowledge of existing system, state and league regulations; implements same consistently and interprets them for staff.
- Understands the proper administrative line of command and refers all requests or grievances through proper channels.

ABILITY TO:

- Coordinate necessary preparation to hold scheduled little league basketball sporting events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school principal.
- Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- Provide proper safeguards for maintenance and protection of assigned equipment sites.
- Advise the athletic director and recommends policy, method or procedural changes.
- Initiate programs and policies concerning injuries, medical attention and emergencies.
- Complete paperwork on all disabling athletic injuries on proper forms and submits to the appropriate office within 24 hours.
- Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light to heavy weights

EVALUATION: Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
- Has previous coaching experience in assigned sport.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: