Job Title:	Head Varsity Coach – Girls Basketball	**Date Posted:**	February 2022
Reports to:	Athletic Director	**Start Date:**	August 2022
Work Schedule:	10-month position; with additional evening, weekend, and summer schedules	**Status:**	Full time with benefits

ABOUT FPD

First Presbyterian Day School (FPD) is a 3K-12th grade Christ centered, college preparatory independent school located in Macon, Georgia which exists to educate and equip children to change the world for God's glory.

ABOUT THE ROLE

The Varsity Head Coach is responsible for fulfilling the mission of FPD, "to educate and equip students to change the world for God's glory" on the athletic field by helping each student achieve a high level of skill, an appreciation of teamwork, discipline, and sportsmanship. The following are expectations of the head coach in the stated sport.

Administrative Duties:

- Responsible with Athletic Director for all matters relating to the organization and administration of the sport under his/her direction
- Serves in a leadership capacity to the student athletes and families in the program.
- Oversees the high school, JV, and middle school program in his/her sport
- Adheres to the policies of FPD employee's handbooks and GHSA guidelines for the sport
- Maintains competency in rules, event procedures, coaching techniques and general information about all aspects of the sport
- Must compete all State Association and FPD required courses; must ensure that all staff has done the same prior to the beginning of the season
- Schedules all games for teams in sports working to maximize home games, travel to a minimum, and limited early dismissals
- Works cooperatively with the FPD administration to ensure the athlete is a student first and fulfills their responsibilities in the classroom
- Communicates with parents and student in a weekly email
- Plans a pre-season parent meeting and a post season banquet, plans other team building activities
- Communicates with officials and security to make sure that all are in place and will show up on given dates.
- Organize concession and other duties and assign those to families
- Communicate early dismissals to athletic department so that teachers are notified of early dismissals in timely manner
- Responsible for overseeing and maintaining sports budget and being a good steward of resources
- Maintains accurate statistics, records, and results of seasons
- Reports game results to the webmaster within 24 hours of each competition
- Ensures coaches, roster, and schedules are correct in the website and reports any updates and changes to the webmaster
- Works with athletic trainer to make sure all participants have all papers on file before they can practice or compete

- Turn in roster to Community Service director so that all players are eligible to compete

Facility and Equipment Responsibilities:

- Reserves all facility and transportation requests through the school event booking system.
- Responsible for the distribution and return of all school related equipment and uniforms.
- Responsible for the equipment in the sport and maintaining a log of inventory.
- Ensures facilities are in proper shape and all equipment working appropriately; if not reports those concerns to the facility manager.

Daily Coaching Responsibilities:

- To seek to have a Christ like attitude in response to all coaches, parents, athletes, and competitors, and fans;
    - Enforce discipline and sportsmanlike behavior at all times
    - Ensure no bullying, disrespect, or "hazing" occurs in his/her sport
    - Enforce school polices according to handbook in his/her sport
- To have a daily coaching plan that is organized taking into account: needs of team, games on schedules, coaches, and resources available.
- To have devotional time with players each week and to have daily prayer time in each sport.
- To communicate any changes to parents and players as soon as they are known that day; rain plans, game cancellations, etc…
- To oversee other coaches in sport:
    - Make sure that they are being communicated with clearly for expectations and responsibilities
    - To make sure that they are positive role models
    - To make sure they are following all FPD handbook guidelines
- Reports injuries to athletic trainer and follows up with athletic trainer to ensure safety of all athletes
- Provides supervisions of all athletes until they have left the building.
- Ensures all facilities are locked in any area that has been used.

REQUIRED QUALIFICATIONS

- 2-4 years of experience coaching basketball at the high school level (head coaching experience preferred).
- State teacher certification preferred but not required.
- Must meet all rules and professional certifications as needed for the job.
- Must possess effective coaching techniques and skills.
- Must possess knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, governing organizations, opponents, staff, parents, and students.
- Growing Christian with a credible profession of faith and involvement in an evangelical church.
- A growth mindset and commitment to lifetime learning.
- Commitment to a lifestyle above reproach in line with FPD's Statement of Christian Principles and Ministerial Role of Faculty.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed in a gymnasium or a large sports arena. A great deal of standing, walking back and forth, and running on the basketball court is required.

Visit www.fpdmacon.org/employment to apply or learn more.