

Position Summary

- **Title:** Head Boys Basketball Coach
- **Department:** Reports to the Director of Athletics
- **Classification:** Part time for 2025-2026 school year. Full time opportunity is dependent on teaching qualifications and position availability
- **Schedule:** As determined by supervisor

Overview

The Head Boys Basketball Coach is responsible for the overall vision, strategy and direction of the high school boys basketball program. As a leader with strong integrity both on and off the court, the Head Coach will align the basketball program to reflect the mission of the school and its core values. The ideal candidate will excel at building strong relationships with all stakeholders involved in the basketball program and the greater St. Pius X community.

Mission

Prayer, Study, Community, Preaching – this is Dominican education at St. Pius X High School. Inspired by *Veritas*, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.

Responsibilities

Management

The strategic planning, organization, coordination, and oversight of all aspects related to the athletic program. This encompasses a wide range of responsibilities, including budgeting, scheduling, facility management, personnel management, marketing, compliance with regulations, and the overall development and promotion of athletic programs. Effective athletic program management aims to ensure the success, growth, and sustainability of the athletic programs while prioritizing the well-being and development of athletes and supporting staff.

- *School and League Compliance* – responsible for ensuring the program is operating in accordance with all school protocols and procedures as documented within the SPX Employee Handbook (inclusive of the Coaches Manual) and the Student/Parent/Guardian Handbook. In addition, the head coach must have a thorough understanding of all league rules/regulation and is required to act and operate in accordance with the sport's governing body. Specific duties include, but are not limited to:
 - Documenting and enforcing academic, fiscal, and disciplinary ineligibility.
 - Assisting with and acting in compliance with eligibility regulations of transfer and international athletes.

- Ensuring athlete registration and medical clearance prior to participation.
- Completing required coach trainings.
- Submitting rosters, schedules, and scores to the designated league and school management systems.
- Attend required TAPPS meetings (all-district/all-state picks); the head coach of the top team in the district needs to represent the entire district at the All-State picks.
- Coaching staff – responsible for the hiring, onboarding, and management of all assistant coaches. Key factors in successful management include clear communication, delegation of responsibilities, collaborative decision-making, conflict resolution, trust, empowerment, team unity, flexibility, feedback, and evaluation.
- Team Operations – responsible for operating a structured and organized program encompassing (but not limited to) the following tasks:
 - Ensuring the oversight and safety of players and personnel at all times.
 - Developing a sports specific handbook (optional) for documenting team policies and best practices, aligned with SPX policy and procedures.
 - Providing consistent and frequent communication to parents and players regarding team and athletic department events, games, policies, etc.
 - Reading all communication provided by the Athletic Director, Asst. Athletic Director, and school leadership.
 - Recruiting a team parent to serve under the direction for the head coach.
 - Recruiting team managers as needed.
- Submitting all transportation requests for away games and events to the Transportation Coordinator.
- Ensuring the *Early Release Travel Roster* spreadsheet is complete and accurate at the beginning of each week (if/when the students are missing class - include managers).
- Adhering to the proper overnight travel protocol; working with the Asst. AD to book hotel rooms.
- Coordinating pre/post-game meals, typically handled by Team Parent.
- Coordinating Senior Night, typically handled by Team Parent.
- Maintaining an accurate inventory of all uniforms and equipment.
- Documenting all player statistics and presenting the data at the All-District/All-State Picks.
- Distributing lockers to athletes, by working with the Assistant Athletic Director.
- Ensuring coaches and players are in proper practice, game day, and travel dress.

- Utilizing the weight room in accordance with the schedule provided by the Athletic Director.
- Utilizing the athletic facilities in accordance with the schedule provided by the Athletic Director.
- If practicing and/or hosting a game off-campus, work with the Asst. Athletic Director to secure a site.
- Completing pre and post season forms, including a self-evaluation.
- Engaging in a formal evaluation process with the Athletic Director.
- Managing a budget in accordance with SPX policy and as approved by the Athletic Director.
 - Purchasing equipment and uniforms.
 - Coach stipend allocation.
- Overseeing game operations; Team Parent and assistant coaches can assist as requested by the head coach.
 - Officials, gate, concessions, scoreboard/game clock, play clock/shot clock, game announcer/music operator.
 - Field, court, sideline, press box, videoboard, sound system scoreboard set-up.
 - Set-up Hudl focus and other cameras to ensure games are filmed.
 - Serving as game support of sub-varsity games.
 - Scheduling and confirm officials/umpires for the game.
 - Provide/receive the officials with the Official Expense Report (or designated payment form) - Ensure the forms are completed accurately and legibly.
 - Submit the completed forms to the Athletic Director's Office (place on desk) immediately following the game.

Development

Athletic program and athlete development involves the structured process of nurturing and enhancing the skills, abilities, and overall well-being of athletes within a sports program. This encompasses various aspects, including physical, technical, tactical, psychological, and social development. It involves identifying talent, assessing strengths and weaknesses, setting performance targets, providing appropriate training and resources, monitoring progress, and offering guidance and support to help athletes reach their full potential.

- Instruction – teaching the correct skills, fundamentals, strategies, and rules of the sport. Moreover, the head coach will provide appropriate feedback, encouragement,

and enthusiasm to ensure that each athlete reaches his or her maximum potential - physically, mentally, socially, and emotionally.

- Game Strategy – the coordinated plan devised by a team's coaches and players to achieve success in a competitive sporting event. It encompasses various aspects such as offensive and defensive tactics, player positioning, set plays, and overall game management. The strategy typically considers the team's strengths and weaknesses, as well as those of the opposing team, and aims to exploit opportunities while mitigating risks. Effective communication, adaptability, and teamwork are crucial for implementing and adjusting the strategy during the game to respond to changing circumstances and opponents' tactics.
- Recruitment Efforts – as it pertains to both program promotion and student-athlete collegiate recruitment.
 - Promote the school and the athletics program to the community.
 - Hosts clinics and camps.
 - Operate off-season programs.
 - Coordinate Middle School Nights and other events.
 - Work closely with the Office of Enrollment Management.
 - Aid in the college recruitment process by promoting via various mediums such as phone calls, email, film, social media, etc.
 - Support and educate student-athletes through the college recruitment process.
 - Attend local feeder middle school events.
- Community Engagement
 - Attending and/or coordinating the following meetings and events:
 - SPX Athletic Department Meetings
 - Open House
 - Registration Night
 - Signing Days
 - Meet the Coaches Mixer
 - Attend professional development
 - Pre-Season Meetings (head coach coordinates)
 - Seasonal awards ceremonies (head coach coordinates)

Other Duties as Assigned

In addition to the specified responsibilities outlined, the head coach may be required to perform additional tasks or assignments as directed by the Athletic Director. These

additional duties might arise due to changes in organizational needs, special projects, or unforeseen circumstances.

Requirements

Qualifications and Experience

- Commitment to embrace the Catholic Mission and Dominican Charism at St. Pius X High School.
- Completion of Safe Haven environment training.
- Bachelor's in related field preferred.
- Ability to establish and maintain cooperative and effective working relationships with constituency groups.
- Professional attitude and appearance.
- Program knowledge; director experience preferred.