



**TITLE:** Mentor Athletic Coach (basketball)

**DEPARTMENT:** Office of Activities

**REPORTS TO:** Director of Activities

**RECEIVES GUIDANCE FROM:** Administration and Program Coaches

**BASIC FUNCTION (BF1):** To provide guidance, mentoring, equipping, empowering, and teaching to new and pre-service athletic coaching staff. To guide new coaches to develop strong vision, mission, and core values to build positive culture.

**SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-12)**

*Demonstrated Experience or Willing to Acquire Skills:*

1. Exhibits essential dispositions and ownership of the district vision
  - a. Engage
  - b. Inspire
  - c. Empower
2. Exhibits essential dispositions and ownership of the district core values
  - a. Demonstrated success of always doing what is best for all kids.
  - b. Believes in the concept of family
  - c. Demonstrated success as a committed leader
  - d. Believes in the concept of passion
  - e. Demonstrated success in being invitational
3. Exhibits essential dispositions of being a collaborative leader and colleague
  - a. Empathic
  - b. Motivated
  - c. Humble
4. Exhibits effective communications skills
5. Effective outcomes in providing students behavioral and socio-emotional support
6. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
7. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
8. Prompt and regular attendance
9. Animated hospitality approach to students, parents, colleagues, and stakeholders
10. Demonstrate confidentiality as needed and required
11. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
12. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

**HIRING SPECIFICATIONS (HS1-7):**

*Demonstrated Experience or Willingness to Acquire Skills*

1. Lead the program staff through coaching, mentoring, and advice
2. Present at practices to be attuned to the needs of the coaching staff
3. Provide guidance and counsel to the head coach in all areas of vision/mission, culture, management, logistics, and evaluation
4. Hold the staff accountable to agree upon operating principles and cultural norms
5. Provide regular guidance and feedback to the head coach and staff
6. Provide empathy and mentoring advice to the head coach and staff
7. Assist with performance tasks and management as needed

**ABILITIES (A1):**

This position will require physical demands that include constant standing, walking, reaching/pushing/pulling, lifting up to 70 pounds, carrying 35 feet, working inside/outside, and extremes in temperature/humidity. There will be frequent climbing/stairs and manual dexterity tasks. There will be occasional sitting and driving.

**KNOWLEDGE AND EDUCATION (KE1-3 and KED1-4):**

**Required:**

1. Valid Iowa Coaching Endorsement or Coaching Authorization
2. Comprehensive knowledge of all school activity policies
3. Required Concussion Training as mandated by district and state policy
4. Successful experience as a coach or activity sponsor

**Desired:**

1. Knowledge of overall operations of an athletic program
2. First Aid and CPR
3. Knowledge of conference/state association rules, regulations, and procedures
4. Preferred previous coaching experience in assigned activity

**POSITION INVENTORY:** N/A

**FLSA STATUS:** Non-Exempt

**FT/PT:** PT-Stipend

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



\* Talent Office Authorization

\*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 02-24-20

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein