



NAZARETH ACADEMY HIGH SCHOOL

4001 Grant Avenue, Philadelphia, PA 19114
NazarethAcademyHS.org

Tele: 215.637.7676
Fax: 215.637.8523

Varsity Head Basketball Coach Job Description

Nazareth Academy High School is an all-girls private Catholic college preparatory school. The campus is located in Northeast Philadelphia. The school serves 370 students in grades 9-12. It is the only private all-girls high school in Philadelphia and has a reputation as one of the leading academic schools in Pennsylvania.

Qualifications:

- Bachelor's Degree required
- Minimum of three to five years of coaching experience on the high school or collegiate level
- Ability to lead a high school basketball program
- Knowledge of all PIAA rules
- Outstanding interpersonal skills and willingness to work with student athletes, administration, faculty and staff
- Believe in and follow the mission in of Nazareth Academy HS

Essential Duties:

- Ensure that the aim and objectives of the program support those of the institution and are within established Nazareth Academy institutional policies and league rules and regulations and fundraising guidelines
- Enforce all Nazareth Academy policies and procedures according to student handbook and athletic handbook
- Communicate a philosophy of amateur basketball, which is compatible with the mission of the school
- Provide an exemplary demeanor in words and deeds, promote a favorable image of Nazareth Academy High School
- Provide leadership and instruction in the personal and athletic development of student-athletes
- Directly supervise, evaluate, and mentor his/her sports coaching staff at all levels
- Study, evaluate and implement innovations in strategy and technique
- Submit to the Director of Athletics budgetary and personnel requests at the end of every season
- Communicate with media, as necessary
- Communicate, on behalf of prospective intercollegiate athletes, with college coaches when appropriate
- Advise prospective intercollegiate athletes about the recruiting process; advise players about the role of being an intercollegiate student-athlete; help talented players secure an opportunity to play at the collegiate level
- Coordinate awards and special events, i.e., team trips, which are pertinent to his/her sport
- Communicate with the Director of Athletics to ensure facilities are properly prepared for contests or practices throughout the season and at all levels in his/her sport
- Communicate and coordinate, through the Director of Athletics, with division heads and all other school administrative offices, i.e., admissions, development, etc., as needed
- Continue to foster and develop the relationship between Haverford School alumni and the program
- Coordinate and communicate with Athletic Trainer and School Nurse as needed in injury related areas
- Represent the school at league meetings for basketball
- Educate coaching staff and players on league rules and regulations
- Assist Athletic Director to schedule games, tournaments, and off-season leagues

Embracing Faith, Family and Education

Accredited by Middle States Association of Colleges and Schools



NAZARETH ACADEMY HIGH SCHOOL

4001 Grant Avenue, Philadelphia, PA 19114
NazarethAcademyHS.org

Tele: 215.637.7676
Fax: 215.637.8523

- Collect all uniforms and practice gear
- Conduct end of season player meetings
- Hold open gyms according to PIAA rules
- Must be present (or a staff member must be present) on the bus for all away games
- Maintain a clean working environment
- Ensure that no athlete is permitted to participate until all appropriate “check-out” procedures have been completed
- Perform other related duties, as required by the Director of Athletics

Coaching:

- Organize, prepare, and conduct open tryouts, individual and team practices, training, and competition
- Attend all team practices and games
- Lead, monitor, and coordinate training and practice sessions
- Responsible for the welfare of all students under the coach’s charge
- Perform constant evaluation of team and individual performances
- Determine the system of play to be used
- Exercise good judgment and positive coaching behavior
- Maintain team’s proper conduct during practice, play, and travel
- Possess strong communication skills, be very well organized, and have a passion for the sport
- Address and resolve any issues that arise with a student-athlete, the team and/or a member of the girls’ basketball staff.
- Assist in academic monitoring and support for all student-athletes
- Communicate effectively and consistently with players, coaches, administrators, faculty, staff and parents
- Recommend for hire, training, and evaluating assistant coaching staff, which may include managing staff on a daily basis, addressing and resolving any challenges, and conducting performance reviews

Please submit cover letter, resume, clearances and any letters of recommendation to Dan Bradley at dbradley@nazarethacademyshs.org

Embracing Faith, Family and Education

Accredited by Middle States Association of Colleges and Schools