

## **JOB DESCRIPTION**

### **ATHLETIC COACH**

#### **I. IDENTIFYING INFORMATION**

Position Title: Girls Head Basketball Coach

Location: Cardinal Ritter High School

Reports To: Athletic Director (or Designee)

Supervises: Girls Basketball Program (Athletes and Coaches)

#### **II. PRIMARY FUNCTIONS**

Adhering to mission, and under the supervision of the athletic director, the coach will collaborate with parents and fellow professional educators to foster the spiritual, physical, academic, social, and emotional growth of the student-athletes entrusted in his/her care.

#### **III. POSITION CONTENT**

##### **A. COACH'S ROLE:**

1. Incorporates team prayer before and after practices and contests.
2. Promotes Catholic values in the program and team activities.
3. Develops and maintains a comprehensive program that seeks the highest development of all participants and respects the individual dignity of every student-athlete in the program.
4. Develops and implements effective short-term and long-term plans for practices, contests, etc.
5. Coaches student-athletes in the skills, fundamentals, and strategies necessary for the individual(s) and team to reach their optimum capabilities.
6. Follows proper safety procedures in practices, contests, strength and conditioning sessions, team/program meetings, and open gyms.
7. Encourages good nutrition, proper rest, and self-care.
8. Properly supervises participants at all times including before and after practices and contests. Properly supervises participants in all areas, including on the bus, in the locker room, and in the playing area.
9. Communicates expectations, future plans, scheduling, events, etc. with student-athletes, parents, coaching staff and athletic department.
10. In concert with the athletic office, monitors the academic progress of all student-athletes on the team and in the program.
11. Supports other athletic programs and collaborates with other coaches to support student-athletes and the entire athletic program.
12. Maintains and inventories equipment, uniforms, etc.
13. Maintains and oversees a safe environment for our student-athletes.
14. Helps to maintain athletic facilities used by the team/program, including vehicles.
15. Supports and enforces the policies and procedures as prescribed in the athletics/coaches' handbook.
16. In concert with the athletic office, verified student-athletes are eligible to participate including having a current physical form and other required documentation on file in the athletic department.
17. Attends required school, IHSA, and other meetings.
18. Attends coaches' conferences and learning opportunities to stay abreast of the latest research, techniques, and ideas in the sport and physical conditioning.

#### **IV. POSITION SPECIFICATION/REQUIREMENTS**

#### **A. GOSPEL VALUES EXPECTATIONS**

1. Displays Gospel values, good judgment, and diplomacy.
2. Follows Archdiocese, local, and IHSAA protocols, policies, rules, and regulations including those published in the athletic/coaches' handbook. This includes the policies and handbook of the Archdiocese.
3. Complies with the Archdiocese of Indianapolis Code of Conduct.
4. Displays and enforces high standards of ethics, sportsmanship, and personal conduct on the part of self, coaching staff, and student-athletes.
5. Maintains and safeguards confidential information.

#### **B. EDUCATION, TRAINING, AND/OR EXPERIENCE Other Training/Expectations**

1. "Safe Parish" Child Protection Training
2. Criminal background check
3. Indiana Department of Child Services Check
4. Ongoing professional development and faith formation.

#### **V. WORK ENVIRONMENT**

1. Required to work some nights and weekends.
2. Exposure to outdoor weather conditions.
3. Required to manage high to moderate levels of stress.
4. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
5. Constant positioning of self to interact with and provide instruction to students, bending, sitting, standing, reaching.
6. Required to monitor students in a variety of locations including those with noise, activity, and inclement weather.
7. Required to lift or carry supplies and equipment up to a maximum of 100 pounds.

*The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.*

Please submit your résumé along with three professional references to:

Levar Johnson, Athletic Director  
ljohnson@cardinalritter.org

All materials must be received no later than **March 1, 2026**