



# PRAIRIE SEEDS ACADEMY

“Molding Future Generations”

## JOB DESCRIPTION HEAD COACH- BASKETBALL

### ORGANIZATIONAL DESCRIPTION

**Prairie Seeds Academy** is a K-12 public charter school located in Brooklyn Park, Minnesota. Our teachers and staff work very hard to create and sustain a warm, safe and productive atmosphere for learning. We are committed to the pursuit of providing high-rigor academics along with encouraging our students to be global thinkers and learners. With today's diversity, we want our students to adapt successfully to change, be life-long learners, and care and understand others. We want our students to be prepared for the world so they can become a contributing member of society.

**Vision Statement:** Our PSA Community members are inspired global thinkers, who will understand the importance of inquiry, lifelong learning, intercultural awareness, respect, and adaptability as they become future leaders.

**Mission Statement:** Prairie Seeds Academy, in cooperation with families and community, provides leadership in rigorous education to develop inquiring, knowledgeable, and caring citizens who help create a better and more peaceful world through intercultural understanding and respect.

### CULTURE OF LEARNING

PSA believes that every scholar has the right to learn, be engaged, and grow in a healthy school environment. PSA must foster a culture of learning that embraces every scholar's strengths to achieve optimal growth and learning. PSA strives to explore ways to strengthen our relationships with our scholars and their families. PSA is committed to building collaborative leadership at an effective capacity among staff, parents and scholars. This is accomplished by changing our behaviors and actions so we can better support our scholars and parents in achieving their academic goals. Employees coming to PSA must share, understand, and implement this culture of learning at all levels of the organization through consistency. By having consistency, we can shift not only the behaviors of our staff, but our students and parents will equally be engaged in the process. PSA seeks individuals who will optimistically and confidently abide by this culture of learning.

The core values that drive PSA's culture of learning are:

1. Aiming for High Academic Achievement
2. Embracing Cultural Pride and Identity
3. Modeling the Way
4. Understanding How Data Drives Decisions
5. Having High Expectations
6. Creating a Social-Emotional Learning Environment

### JOB INFORMATION

<b>Job Title:</b>	Head Basketball Coach
<b>Reports to:</b>	Director of Athletics
<b>Hours:</b>	TBD
<b>Office Location:</b>	6200 W Broadway Ave N. Brooklyn Park, MN 55428
<b>Salary Range:</b>	DOE



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#### JOB SUMMARY

Under indirect supervision, this position is responsible for creating and maintaining a successful basketball program for the academy. This position reports directly to the Director of Athletics, keeping him/her abreast of all planning, organizing, staff and development of Prairie Seeds Academy's basketball program.

The Head Basketball Coach must demonstrate a strong work ethic, have integrity, and is accountable to his/her actions. He/she will align himself/herself with PSA's core principles and understands the unique challenges of an immigrant and refugee community.

#### JOB FUNCTION

1. Formulate a successful philosophy to promote the educational welfare and sportsmanship of the student-athlete.
2. Prepare a yearly budget for the basketball program.
3. Work with accounting and AD to purchase equipment and uniforms, and maintaining records of all purchases.
4. Insure that all basketball players meet MSHSL eligibility requirements and prepare eligibility forms along with AD to be sent to the MSHSL, and conference member schools.
5. Develop a schedule.
6. Make all travel arrangements for the team.
7. Develop fundraisers to improve the basketball program.
8. Keep up to date statistics during the season.
9. Provide academic advising to each player in the development of class schedule and grades.
10. Track the progress of each player in all classes.
11. Attend the yearly trainings to remain up to date in coaching.
12. Establish and maintain an ethical and moral code of behavior.
13. Develop practice schedules and teach the fundamental skills and drills of the game of basketball.
14. Travel and work a flexible schedule in order to meet the needs of the team.
15. Support the vision and mission of PSA.
16. Actively participate in related consortiums, partnerships, organizations, etc.
17. Perform all other duties as assigned.

#### SKILLS/QUALIFICATIONS

1. B.A. preferred
2. Valid Head Coach License
3. At least 2 years of coaching experience in an urban setting preferred
4. A strong public service orientation to work well with faculty, staff, students, and the community.
5. Outstanding communication, presentation and facilitation skills including effective verbal and written communication skill
6. Outstanding interpersonal skills; ability to connect and build positive relationships with teachers and staff
7. Ability to lead and collaborate; strong leadership skills necessary
8. Ability to manage time, prioritize and efficiently follow through on tasks, assignments, and projects
9. Ability to work with a diverse team in a fast-paced environment.
10. Proficient technology skills in Google Drive, MS Office and other software/programs
11. Serve as a role model for promoting effective instruction and professionalism
12. Demonstrate respect for students, colleagues, parents and school leadership
13. Believe in and support the vision and mission of PSA
14. Some travel required.



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### ACKNOWLEDGEMENT

I have received, reviewed and fully understand the content of this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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Employee Name (Print)

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Supervisor Name (Print)

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Employee Signature

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Supervisor Signature

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Date

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Date