

Head Coach: Basketball (Girls)

Grade Level	6-12
School Year	2025-2026
Time	Part-Time
Duration	Seasonal
Type	Stipend
Other	
Reports To	Director of Athletics and Extended Learning Program
Salary	Stipend

Organizational Description

Community School of Excellence (CSE) is a Pre-Kindergarten to 12th grade Hmong Language and Culture Charter school that is a family. Our schools offer an environment where students feel safe, welcomed, and cared for while learning and preparing for their future. We believe in academic success for all students. We are a PBIS school that focuses on positivity. We continuously learn about and celebrate each other's cultures, languages, and achievements while providing a world-class education through a safe and innovative environment that fosters inquiring, critical thinking, knowledgeable, and compassionate students who embrace the Hmong culture and celebrate intercultural understanding and respect.

Culture of Learning

CSE believes that every scholar has the right to learn, be engaged, and grow in a healthy school environment. We embrace every scholar's strengths and explore ways to strengthen our relationships with our scholars and their families. CSE is committed to building collaborative leadership and effective capacity between and among staff, parents, and scholars. All CSE employees must share, understand, and implement a culture of learning at all levels of the organization. Our consistent focus on a culture of learning is paramount to the growth and success of our students. CSE seeks individuals who will optimistically and confidently abide by this culture of learning.

The core values that drive this new culture of learning are:

1. Aiming for High Academic Achievement
2. Embracing Cultural Pride and Identity
3. Modeling the Excellent Way of respect, responsibility, and reflection.
4. Implementing Data Driven Decisions
5. Having High Expectations
6. Creating a safe Social-Emotional Learning Environment

The above responsibilities are not a complete compilation of this position's responsibilities but provide a broad basis of what is expected from the person in this position. This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Interested applicants should apply by sending the following credentials and completed application to hr@csemn.org or to the school address at:

**Community School of Excellence School
District #4181, 270 Larpenteur Ave West, St. Paul, MN 55113**

Job Summary

The primary role of a Head Coach is to coordinate, organize, and promote a comprehensive sporting program designed to meet the needs and interests of the school; to provide effective leadership that will enhance the learning environment for students by providing effective, personalized attention; engaging in appropriate instructional and behavioral support; and, modeling "The Excellent Way" with respect, responsibility, and being reflective. The Community School athletics programs are designed to offer our students the opportunity to participate in co-curricular activities that complement and integrate the school's mission.

The Head Coach is responsible for supporting the Community School of Excellence students with dedication, enthusiasm, adaptability, kindness, passion, and energy. Much of the work of a Head Coach consists of student supervision and behavior management in large group settings, as well as providing instruction on the proper methods, rules, and regulations of extracurricular activities. The Head Coach is employed at-will and operates as a professional within the guidelines established by the Community School of Excellence. In cooperation with Community School of Excellence staff and volunteers, the Head Coach works to fulfill the school's mission in the following areas of responsibility:

Responsibilities

- Communicate to program participants all policies of the program and the Athletic Department, as described in the Athletic Department Handbook
- Instruct participants in safety procedures and ensure immediate reporting to coach and/or trainer
- Ensure implementation of appropriate injury handling procedures and the availability of a properly supplied First Aid kit and Emergency Care Card at all times
- Submit required forms to the Athletic Department, the School Board, and the MNCSAA
- Plan, organize, and implement the teaching fundamentals, strategies, rules, and proper conditioning in the assigned sport and/or program
- Organize and schedule practices, player evaluations, and meetings
- Attend and participate in meetings, as required
- Comply with the rules and regulations of the school and the **affiliated leagues**.
- Attendance at practices and scheduled competitions/games
- Prepare reports, inventory, and equipment recommendations
- Create and maintain accurate individual and team performance records

Please submit the following:

1. Letter of interest
2. Current Resume
3. Completed [CSE Application](http://www.csemn.org/employment)

www.csemn.org/employment

- Provide and adhere to an atmosphere conducive to good sportsmanship
- Participate in awards program(s) according to school procedure
- Ensure adequate supervision for all students involved in the program
- Inspect facilities, equipment, and environmental conditions, to ensure participant safety
- Issue, collect, and store equipment consistent with departmental guidelines
- Communicate effectively with all staff, students, and parents
- Manage assistant coaching staff
- Adherence to Community School of Excellence policies and procedures
- Other duties as assigned

DESIRABLE QUALIFICATIONS AND SKILLS

- Current or previous experience as a Head Coach for the sport
- Current or previous experience as an Assistant Coach for the sport

Knowledge and Skills**PHYSICAL DEMANDS**

- Duties are generally performed in a classroom, gymnasium and/or athletic field setting, where some environmental hazards and/or risks may be present
- Regular eye-hand, mind-eye coordination
- Must be able to remain in a stationary position and/or walk for periods of one hour or more
- Frequent lifting up to 25 pounds and occasional lifting up to 40 pounds
- Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job
- Must be able to exchange accurate information with students, teachers, parents, and staff
- Regular operation of computer or other office machines
- Regular stooping, squatting, kneeling, reaching, bending, walking, or a combination of these
- Occasional or frequent standing for periods of four (4) hours or more
- Seasonal work outdoors in all weather conditions
- Regular event and/or practice-related local and/or regional travel
- Regular operation of computer or other office machines

Required Qualifications

- Complete all requirements for Certification as a Head Coach through the Minnesota State High School League (MSHSL)
- In-depth knowledge and experience in the sport
- Current/previous coaching experience
- Ability to maintain confidentiality with regard to student and other information as required by FERPA
- Current Adult/Pediatric First Aid with CPR/AED certification or willingness to obtain