

Job Title: HEAD FOOTBALL COACH /COORDINATOR, ATHLETICS
Reports to: Chief Instructional Officer for Secondary Education/Athletics Director
Dept./School: Athletics
Wage/Hour Status: Exempt
Date Revised: December 17, 2018

Primary Purpose

Assist the Athletics Director in coordinating and managing the overall athletic program. Work alongside the Athletics Director to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements.

QUALIFICATIONS

Education/Certification

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate

Special Knowledge/Skills

Knowledge of operations of an athletic program
Knowledge of state and UIL policies governing athletics
Ability to interpret policy, procedures, and data
Ability to manage budget, personnel, and coordinate district function
Strong communication, public relations, and interpersonal skills

Experience

Five years successful teaching and coaching experience

MAJOR RESPONSIBILITIES AND DUTIES

Assistant Athletics Director

Program Planning

1. Assist Athletics Director in coordinating and managing district's athletic program and facilities.
2. Assist Athletics Director in establishing physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
3. Assist Athletics Director in maintaining an active program that promotes good sportsmanship and student development.
4. Assist Athletics Director in obtaining and using evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
5. Assist Athletics Director in planning necessary time, resources, and materials to support accomplishment of department goals.
6. Assist Athletics Director in developing annual goals and objectives to improve athletic program services, as appropriate, as it relates to student participation; staff development and training; curriculum; evaluation of personnel; Title IX; Title VII; student code of conduct; facilities; equipment and supplies, etc.

Athletic Events

7. Assist Athletics Director in arranging transportation, lodging, and meals for out-of-town athletic events.
8. Assist Athletics Director in managing district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities.
9. Assist Athletics Director in coordinating the use of all athletic facilities by non-school groups.
10. Assist Athletics Director in the planning, organizing, and supervising all athletic awards programs.
11. Assist Athletics Director in working and coordinating with the Office of Security to ensure safety of athletes, visiting athletes, and all spectators.

Student Management

12. Assist Athletics Director in implementing district student management policies, communicating expected student behavior related to athletics, and ensuring enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
13. Assist Athletics Director in establishing and maintaining open lines of communication by conducting conferences on vital issues with parents, students, and teachers.
14. Work cooperatively with principals and assist with supervision and discipline of students, as appropriate.
15. Assist Athletics Director in seeking ways to establish academic and social interventions to help students succeed academically, socially and athletically.

Policy, Reports, and Law

16. Assist Athletics Director in implementing the policies established by federal law, state law, State Board of Education rules, UIL rules, and local board policy in area of athletics.
17. Assist Athletics Director in compiling, maintaining, filing, and presenting all physical and computerized reports, records, and other documents required.

Budget and Inventory

18. Assist Athletics Director in administering the athletic budget and ensures that programs are cost effective and that funds are managed prudently.
19. Assist Athletics Director in compiling budgets and cost estimates based on documented program needs.
20. Assist Athletics Director in initiating purchase orders and bids in accordance with budgetary limitations and district policies.
21. Assist Athletics Director in maintaining a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
22. Assist Athletics Director in approving and forwarding purchase orders for athletic department to accounting department.

Personnel Management

23. Assist Athletics Director in preparing, reviewing, and revising job descriptions for athletic department.

24. Assist Athletics Director in recruiting, selecting, training, and supervising all athletic department personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
25. Assist Athletics Director in evaluating job performance of employees to ensuring effectiveness.
26. Assist Athletics Director in developing training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

Community Relations

27. Assist Athletics Director in articulating the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.
28. Assist Athletics Director in demonstrating awareness of district and community needs and initiating activities to meet those needs.
29. Use appropriate and effective techniques to encourage community and parent involvement.
30. Support athletic booster club activities and ensure adherence to district policy relative to funds acquisition, approval of fundraisers, expenditures, facility structures, etc.

Other

31. Perform other duties assigned by Athletics Director.
32. Maintain confidentiality of information.
33. Work cooperatively with principals relative to schedules, athletic periods, student supervision, facilities, etc.

Supervisory Responsibilities

34. Assist Athletics Director in supervising and evaluating the performance of coaches and support staff and works cooperatively with principals in the joint evaluation, when appropriate.

Head Football Coach

Professional and Personal Relations

35. Cooperates with Director of Athletics in enforcement of all policies and rules
36. Rapport with coaching staff
37. Relationship with student athletes
38. Relationship with faculty
39. Relationship with student body
40. Relationship with student body
41. Relationship with Administration
42. Relationship with parents
43. Relationship with community

44. Relationship with game officials
45. Relationship with opposing coaches
46. Conduct during games
47. Conduct during practice
48. Loyalty towards athletics department and San Felipe Del Rio C.I.S.D.
49. Follows the chain command
50. Supports other sports and activities within SFDRCSISD
51. Maintain adequate office hours
52. Communicates regularly with the Athletics Director
53. Adequately motivates student athletes toward desired goals
54. Attendance at faculty and staff meetings
55. Encourages student athlete success in the classroom
56. Is Enthusiastic, positive, and passionate around athletes and coaches
57. Assists with other Athletic Events, volunteering or when asked.

Coaching and Related Areas

58. Knowledge/Expertise of Sport
59. Quality of instruction
60. Teaches fundamental skills
61. Adequately handles athletic injuries
62. Care and Security of equipment
63. Responsible in care and security of facilities
64. Supervision of student athletes
65. Team discipline
66. Pre-season work and planning
67. Organization of practices
68. Management of budget
69. Follows purchasing procedures
70. Work ethic related to your program/sport

- 71. Handles coaching paperwork in a timely manger
- 72. Devotion of time and energy to teaching and coaching duties

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district and statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____