



Job Title: Girls Athletic Coordinator Coach
Status: Exempt

Exemption

Reports to: Principal and Director of Athletics

Date Revised: June 2023

Dept./School: Assigned Campus

Pay Grade: 100

Primary Purpose:

Direct and manage the campus extracurricular and intramural athletic program. Provide instruction and coaching to help students develop the skills and abilities necessary to excel in their assigned sport(s). Contribute to the education program and the growth of students involved in athletics.

Qualifications:

Education/Certification:

- Bachelor's degree in a related field
- Valid Texas teaching certificate
- Current automated external defibrillator (AED) certificate
- Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements (optional) preferred

Experience:

- Student teaching, approved internship, or related work experience
- Minimum three (3) years of experience as a coach at the club, high school, or college level, preferred

Special Knowledge/Skills:

- Knowledge of coaching techniques, strategies, and procedures
- Knowledge of University Interscholastic League (UIL) rules and regulations
- Ability to instruct and supervise student-athletes
- Ability to interpret data
- Excellent organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Program Planning and Instruction

1. Direct and manage athletic programs and facilities at the assigned campus.
2. Manage and supervise athletic activities and use various instructional techniques and media to promote individual growth in athletic skills, teamwork, and good sportsmanship, and improve student-athletes' abilities in the sport(s) assigned.
3. Collaborate with other school staff members to plan and implement instructional goals and objectives that support the overall educational development of student-athletes.

Program Management

4. Monitor and enforce student eligibility criteria for participation in extracurricular activities.
5. Take all necessary precautions to protect student-athletes, equipment, materials, and facilities.
6. Work with the athletic director to schedule competitions and coordinate arrangements.
7. Ensure compliance with all UIL rules.

8. Develop and coordinate a continuous evaluation of the coaching program, and recommend changes based on the findings.

Student Management

9. Accompany and supervise student-athletes during athletic competitions both at home and on out-of-town trips.
10. Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations about academic requirements for scholarships and recruiting practices.
11. Apply and enforce student discipline during athletic contests, practice sessions, and trips off school property in accordance with the Student Code of Conduct and the student handbook.
12. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
13. Oversee the planning and execution of athletic banquets and award presentations on the assigned campus.

Communication

14. Establish open communication with parents, students, principals, and teachers.

Administration

15. Compile, maintain, and file all required reports, records, and other documents.
16. Initiate and approve purchase orders and bids within budgetary limitations.
17. Oversee the proper care and maintenance of all campus athletic fields, facilities, and equipment, including cleaning, sanitizing, repairing, and storing equipment, and recommend repair and replacement when appropriate.
18. Follow district safety protocols and emergency procedures.
19. Perform all other duties as assigned.

Supervisory Responsibilities:

Directs the work of coaches on assigned campuses.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Athletic equipment, standard office equipment, including computer and peripherals, and other instructional equipment; automated external defibrillator (AED)

Posture: Prolonged sitting and standing; occasional kneeling, squatting, bending, and stooping

Motion: Frequent walking; repetitive hand motions; frequent keyboarding and use of a mouse; frequent driving

Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

Environment: Work outside (exposure to the sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; frequent, prolonged, and irregular hours

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____