Argyle Independent School District

Job Title: Athletic Coordinator/Head Football Coach

Reports to: LHS Principal/AISD Director of Athletics

Dept./School: Legacy High School

Exemption Status: Exempt/Professional

Pay Grade: AP5 plus Stipend

Duty Days: 226

PRIMARY PURPOSE

Provide visible, student-centered leadership for the campus athletic program and serve as the Head Football Coach. Coordinate and manage athletics in alignment with district expectations and ensure compliance with federal and state law, University Interscholastic League (UIL) rules, district policy, and local procedures.

Build a positive, competitive, and supportive athletic culture centered on student growth, character, sportsmanship, academic success, safety, and school pride. Develop a vertically aligned football program and support the success of all athletic programs. Recruit, develop, support, and retain excellent coaches while building strong relationships with students, staff, families, feeder programs, and the community.

Serve as a visible and approachable campus leader. The Athletic Coordinator/Head Football Coach will serve as an administrator on duty as assigned, provide supervision at campus and athletic events, and teach one to two classes based on campus needs and certification.

QUALIFICATIONS

Education/Certification:

- Bachelor's degree from an accredited university
- Valid Texas teaching certificate
- Valid driver's license
- Current first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) certificate

Special Knowledge/Skills:

- Thorough knowledge of UIL, TEA, district, and state requirements governing athletics and student eligibility
- Knowledge of football coaching techniques, strategies, program development, and safety procedures
- Ability to coordinate and lead a comprehensive high school athletic program
- Ability to build a positive, student-centered culture and promote multi-sport participation
- Ability to recruit, select, develop, supervise, and evaluate coaching staff
- Ability to manage budgets, equipment, facilities, schedules, transportation, and athletic operations
- Strong organizational, communication, public relations, conflict-resolution, and interpersonal skills
- Ability to work collaboratively with campus administration, district athletics, coaches, teachers, parents, students, and community members
- Ability to teach assigned classes and meet applicable certification requirements
- Demonstrated ability to build and sustain a positive, student-centered program culture
- Ability to build positive relationships and trust with students, staff, parents, and community members
- Ability to establish high expectations while supporting the individual needs and growth of students

- Ability to develop leadership capacity in students and staff through coaching, feedback, and meaningful leadership opportunities
- Ability to establish meaningful traditions and build a strong sense of program identity, pride, and belonging

Experience:

- Five years of successful varsity-level coaching experience required
- Head football coach, varsity offensive/defensive coordinator, and/or campus athletic coordinator experience preferred
- Successful teaching experience preferred
- Demonstrated leadership in developing competitive, student-centered athletic programs

MAJOR RESPONSIBILITIES AND DUTIES

Athletic Program Leadership

1. Provide leadership to all athletic programs for both the assigned high school and middle school feeder, 7-12.
2. Coordinate and administer the campus athletic program in accordance with district goals, board policy, UIL rules, state law, and district athletic procedures.
3. Establish a student-centered athletic philosophy that emphasizes academic achievement, character, sportsmanship, safety, teamwork, leadership, and competitive excellence.
4. Support and promote all campus sports and ensure equitable attention, communication, resources, and opportunities across athletic programs.
5. Develop a collaborative, vertically aligned athletic program with middle school feeder programs and maintain strong communication with feeder coaches.
6. Monitor student-athlete academic and physical eligibility and collaborate with staff, students, and families to support academic success and appropriate student conduct.
7. Maintain a visible presence at practices, contests, campus activities, and athletic events and actively promote school spirit, pride, traditions, and a positive campus identity.
8. Serve as administrator on duty as assigned and assist campus administration with supervision and operational responsibilities.
9. Teach one to two classes based on campus needs, certification, and assignments made by the principal.
10. Monitor individual student and program performance, provide meaningful feedback, and use results to make appropriate program adjustments that promote continuous improvement.

Head Football Coach

1. Direct all aspects of the high school football program and provide leadership for football programming in grades 7–12.
2. Establish and communicate the football program's philosophy, expectations, systems, schemes, techniques, standards, and developmental progression.
3. Plan and conduct practices, off-season programming, strength and conditioning activities, competitions, camps, and other football-related activities in compliance with UIL and district requirements.
4. Instruct student-athletes in the skills, strategies, discipline, sportsmanship, teamwork, and character necessary for successful participation.
5. Supervise assistant football coaches, delegate responsibilities, monitor implementation, and provide regular feedback and professional development.
6. Promote student participation, multi-sport opportunities, positive relationships, and a football culture that reflects district and campus values.
7. Ensure appropriate safety practices, emergency procedures, injury-prevention practices, and collaboration with athletic trainers.

Personnel Leadership and Development

1. Assist the principal and Director of Athletics in recruiting, interviewing, selecting, assigning, developing, supervising, and retaining high-quality coaches.
2. Supervise and evaluate campus coaching staff, in collaboration with the principal and the Director of Athletics, and provide input on assignments, performance, retention, and improvement.
3. Hold regular meetings with coaching staff to communicate expectations, procedures, schedules, compliance requirements, and program priorities.
4. Encourage and facilitate professional growth through clinics, professional learning, mentoring, collaboration, and other development opportunities.
5. Build a collaborative coaching culture characterized by accountability, communication, trust, professionalism, and shared commitment to students.

Program Culture, Relevance, and Identity

1. Build and sustain a positive, student-centered team culture characterized by high expectations, strong relationships, trust, respect, accountability, collaboration, and a sense of belonging.
2. Develop and strengthen traditions, celebrations, programs, performances, and experiences that create a distinct and positive identity for the athletic program and promote pride among students, staff, families, alumni, and the community.
3. Promote a culture in which excellence and achievement are valued while recognizing individual student growth, contribution, and success.
4. Promote and communicate students' accomplishments and the athletic program's achievements, and intentionally build enthusiasm and pride in the program and school community.

Compliance, Student Management, and Safety

1. Ensure compliance with UIL rules, TEA requirements, federal and state law, board policy, district procedures, and athletic department expectations.
2. Maintain accurate records related to eligibility, participation, schedules, inventories, required reports, certifications, and other athletic documentation.
3. Communicate expected standards of behavior to student-athletes and ensure athletic discipline is consistent with district policy, the Student Code of Conduct, campus expectations, and team rules.
4. Work collaboratively with campus administrators, coaches, teachers, counselors, athletic trainers, students, and parents to address academic, behavioral, safety, and participation concerns.
5. Maintain appropriate confidentiality and professional standards in all student, personnel, and athletic matters.

Athletic Operations, Facilities, and Budget

1. Coordinate campus athletic schedules, practices, contests, tournaments, transportation, lodging, meals, officials, and event logistics in collaboration with district athletics and campus administration.
2. Coordinate the use, preparation, supervision, and maintenance of athletic facilities and communicate facility needs and improvements to appropriate district personnel.
3. Maintain accurate inventories of athletic equipment and supplies and oversee procedures for issuing, storing, cleaning, repairing, reconditioning, replacing, and disposing of equipment.
4. Develop and administer assigned athletic budgets based on documented program needs and ensure funds are managed prudently and in accordance with district procedures.
5. Initiate and approve purchases within assigned authority and ensure compliance with district purchasing procedures.
6. Support athletic booster clubs and parent organizations while ensuring activities comply with district and UIL expectations.

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School and Community Relations

1. Establish and maintain open, professional communication with students, staff, parents, district leadership, feeder schools, and the community.
2. Promote the accomplishments of student-athletes, coaches, and athletic programs and intentionally build enthusiasm, pride, traditions, and a positive identity for Legacy High School athletics.
3. Use effective communication and conflict-resolution practices when addressing concerns involving students, parents, coaches, staff, and community members.
4. Encourage appropriate parent and community involvement in support of the athletic program and district mission.

Other

1. Serve as a positive role model and demonstrate professional, ethical, and sportsmanlike conduct.
2. Follow district safety protocols and emergency procedures.
3. Attend required district, campus, UIL, and athletic department meetings and professional learning.
4. Perform other duties as assigned by the Principal, Director of Athletics, Superintendent, or designee.

Supervisory Responsibilities:

- Supervise and evaluate campus coaching staff and assigned athletic support personnel in collaboration with the principal and Director of Athletics.
- Provide leadership and coordination for coaches and athletic programs within the designated feeder pattern as assigned.

MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment; computer and peripherals; athletic, football, and training equipment.
Posture: Frequent standing and walking; regular bending, stooping, kneeling, pushing, pulling, and reaching; occasional sitting.
Motion: Frequent physical movement associated with coaching, practices, contests, and supervision; repetitive hand motions and keyboarding.
Lifting: Moderate lifting and carrying associated with athletic equipment and program operations.
Environment: Work indoors and outdoors; exposure to sun, heat, cold, inclement weather, noise, crowds, and athletic environments; frequent districtwide and occasional statewide travel; frequent prolonged and irregular hours, including evenings, weekends, holidays, practices, contests, and special events.
Mental Demands: Maintain emotional control under stress; work with frequent interruptions; manage multiple priorities; communicate effectively and make sound decisions in high-visibility situations.
All employees are expected to follow district safety protocols and emergency procedures.
This document describes the general purpose and responsibilities assigned to this position and is not an exhaustive list of all responsibilities, duties, or skills that may be required.

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Signature Date

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Print Name

[1] **Date Revised: 10/2026**