

## Beeville ISD Job Description

## Teacher/Athletics Coordinator (Girls)

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**Job Title:** Teacher/Athletics Coordinator (Girls)

**FLSA Status:** Exempt

**Reports to:** Athletic Director/Assistant Director

**Minimum Stipend:** \$52,900 - \$74,185

**Dept./School:** AC Jones High School

**Date Revised:** April, 2026

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### Primary Purpose:

Supervise, direct and evaluate multiple sports, coaches, activities and facilities at Beeville ISD campuses.

### Qualifications:

#### Education/Certification:

Bachelor's degree

Valid Texas teaching certificate

Current automated external defibrillator (AED) certificate

Clear and valid Texas Commercial Driver's License

#### Special Knowledge/Skills:

Knowledge of overall operations of women's athletic programs

Knowledge of proper coaching techniques and procedures

Knowledge of federal, state, and UIL policies governing athletics

Ability to instruct and supervise student athletes

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physicals

Ability to implement and uphold Board Policy and procedures

Ability to interpret data

Ability to manage budget, coaches and athletes

Excellent public relations, organizational, communication, and interpersonal skills

Ability to speak effectively before groups of students, parent/guardians, and staff

#### Experience:

Two years of successful teaching and coaching experience, preferred

Head Coach experience, preferred

Athletic Coordinator experience, preferred

### Major Responsibilities and Duties:

#### Program Planning and Instruction

1. Establish performance criteria for competition and manage athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and sportsmanship.

2. Become involved and assist all coaches on the assigned campus and assigned feeder schools in their respective sports, evaluate coaches and programs.
3. Establish and maintain physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
4. Inform the principal, athletic director and/or assistant athletic director of any misconduct demonstrated by athletes, coaches or parent/guardians unbecoming of BISD athletics programs.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.
7. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
8. Evaluate coaches and programs – making renewal recommendations to the Director and Assistant Director of Athletics.
9. Attend multiple sporting events for support and supervision of all District athletics programs.
10. Arrange transportation, lodging, and meals for out-of-town athletic events. If necessary, arrange for a vehicle and transport students to various competitions.

**Coach Supervision and Management**

11. Responsible for recruiting, interviewing and coordinating the addition of new athletics coaches to the district.
12. Meet regularly with staff in individual and group sessions.
13. Counsel coaches on UIL rules and eligibility.
14. Supervise coaches, ensuring that they are teaching the same technical fundamentals and are conducting themselves within district policies

**Student Supervision and Management**

15. Establish and maintain open lines of communication on vital issues with all athletes
16. Develop policies and procedures that teach student safety, respect, discipline, responsibility, and leadership.
17. Develop an environment that stimulates academic and athletic excellence.

**Administration, Budget and Inventory**

18. Compile, maintain, and file all reports, records, and other documents required.
19. Develop and administer budget based on documented needs and ensure that operations are cost effective, and funds are managed wisely. Oversee the process of cleaning, repairing, and storing all athletic

equipment, including maintaining current inventory of supplies, equipment, and fixed assets, and recommending disposal and replacement of equipment.

- 20. Coordinate the use of all athletic facilities with the Chief Operations Officer for local athletics organizations.
- 21. Approve procedures and personnel for ticket sales, security, officiating, cash management and internal accounting for athletic events at assigned campuses or other assigned events. Prepare, review, and revise job descriptions when athletics vacancies or new positions are approved.

**Community Relations**

- 24. Articulate the district’s mission and goals in the area of athletics to the community and elicit support in realizing the mission.
- 22. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
- 23. Support athletic booster club activities.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring of coaches and athletics staff to the Director of Athletics, Assistant Director of Athletics and campus administration.

**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); frequent driving of District vehicles

**Posture:** Sitting; prolonged standing; occasional kneeling, squatting, bending, stooping

**Motion:** Frequent walking; repetitive hand motions, frequent keyboarding and use of mouse; frequent physical movements associated with sport; *moderate grasping/squeezing, wrist flexion/extension and reaching*

**Lifting:** Frequently light lifting and carrying (less than 100 pounds); occasional moderate lifting and carrying (15-50 pounds)

**Environment:** 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 and 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: \_\_\_\_\_