

**FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Athletic Coach

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Director of Athletics and Campus Principal     **Dept./School:** Athletics

**Date Revised:** December 4, 2024

**Primary Purpose:**

Analyzes performance and instructs athletes in game strategies and techniques to prepare them for athletic competition by performing assigned duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

1. Maintains open lines of communication with campus administration both verbally and in writing.
2. Regularly updates administration and athletics director regarding athletics issues.
3. Provides written team rules, as approved by the Athletic Director, to team members and parents.
4. Employ fair and consistent behavior management strategies with all student athletes.
5. Heeds due process procedures when investigating student/team misconduct.
6. Dresses appropriately at all practices and games.
7. Develops effective public relations with the school, parents and community.
8. Supports student athletes/athletics program by participating in sports related school functions.
9. Maintains appropriate professional conduct towards players, coaches, officials, and patrons at athletics practices and games.
10. Works cooperatively with coaches at the middle school and high school levels to develop a coordinated, comprehensive, and vertically aligned athletics program.
11. Promotes all sports in the athletics program and fosters school spirit and pride.
12. Establishes and maintains open lines of communication with Campus Athletic Leadership, students, and parents.

13. Works cooperatively with coaching staff, campus administration, and Athletics Department.
14. Models respect for athletes, coaches, officials, and patrons during all coaching situations and athletics events.
15. Provides responsible supervision for student athletes.
16. Demonstrates knowledge and expertise in his/her sport.
17. Develop and implement effective leadership strategies that foster individual and team success.
18. Designs flexible, well-coordinated and well-organized practice/game schedules that maximize team, staff and facility resources.
19. Models the fundamental philosophy, skills and techniques endorsed by the FSHISD Athletics Department for student athletes.
20. Demonstrates respect and good sportsmanship on and off the playing field; establishes expectations for student athletes and staff to do the same.
21. Updates coaching techniques and ideas.
22. Models' effective leadership skills that promote positive attitudes and efforts among student athletes.
23. Follows required guidelines for addressing student injuries as found in the Athletics Handbook, board policy, and district procedures.
24. Delegates responsibility to assistant coaches while maintaining full responsibility for the program or sport (head coaches only).
25. Uses effective, appropriate motivational strategies that comply with the Educators' Code of Ethics, board policy, and athletics department requirements.
26. Places appropriate emphasis on the role of competitive athletics in the total development of the student athlete.
27. Communicates to student athletes the importance of accepting responsibility for their own decisions and behavior both in and outside athletics.
28. Utilizes effective scouting methods and techniques to improve team's performance.
29. Achieves optimal individual and/or team performance levels that extend beyond season win-loss records.

30. Actively participates in campus initiatives which address academic success.
31. Ensure all student athletes meet eligibility requirements in accordance with UIL competition guidelines.
32. Encourages athletes to participate in as many sports as desired.
33. Supports athletes' participation in other school related activities.
34. Encourage and/or facilitates opportunities for athletes to further develop individual and team skills during pre- and post-season periods. (high school only)
35. Demonstrates a willingness to share athletics facilities with other school related programs.
36. Attends in-services, athletics department/school meetings and sports clinics necessary for the growth of the athletics program and the improvement of coaching performance.
37. Attends all meetings, practices, and athletics events at designated times.
38. Follows requirements as described in the Athletics Handbook, board policy, and district procedures.
39. Understands and follows rules and regulations set forth by all governing agencies, including but not limited to: UIL, TEA, FSHISD Board of Trustees, the District, professional organizations and campus administration.
40. Submits required documents as listed in the Athletics Handbook to the Campus Athletics Coordinator and/or Athletics Department in a timely manner.
41. Provides a written report to campus administration and the Athletics Department regarding any critical incident as soon as practical, and no later than 24 hours after the incident, unless otherwise required by the school principal or the Athletics Department.
42. Assumes responsibility for the proper procurement and care of athletics equipment.
43. Maintains and prepares facilities and equipment for practice and competition in accordance with the athletics department, board policy and district procedures.
44. Follows district guidelines for the purchase of equipment as specified in the Athletics Handbook, board policy and district procedures.

**Head Coach Responsibilities (only):**

45. Serves as a liaison for the athletics department.
46. Communicates athletics department information and philosophy via monthly and regularly scheduled coaches' meetings.

- 47. Works collaboratively with male/female head coaches to address issues related to the campus athletics program.
- 48. Assist in the selection and hiring of new coaches.
- 49. Assists in the evaluation of campus-based coaches.
- 50. Supervises and coordinates campus athletics facilities.
- 51. Monitors and maintains up-to-date records for the assigned athletics programs.

**Working Conditions: Mental Demands/Physical Demands/Environmental Factors:**

- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Promote teamwork and interaction with fellow staff members.
- Maintain confidentiality of information.
- Alternative Methods of Performing Duties.
- Perform other duties as assigned.

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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.

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Campus Administrator

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee

Logged by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Central Office Representative