

HS ATHLETIC COORDINATOR/HEAD FOOTBALL COACH

Rev. June 2022

Job No.: H601

Reports to: Athletic Director/Principal

Dept./Campus: Assigned Campus

FLSA Status: Exempt

Pay Grade: SS

Term: 226 Days

PRIMARY PURPOSE:

To provide instruction and coach students to develop the skill and ability to excel in the sport assigned and be responsible for contributing to the educational program as a whole and to the growth of each student.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Review and evaluate athletic programs to determine compliance with UIL rules, state law, LISD and board policy.
- Assist in athletic policy/guidelines development and revisions.
- Assist coaches in the implementation of athletic policies and guidelines.
- Communicate and demonstrate effective and safe coaching techniques and strategies to coaching staff.
- Assist in the selection and procurement of athletic equipment.
- Participate in and facilitate appropriate staff meetings and staff development trainings.
- Demonstrate skill in conflict resolution with administrators, parents, teachers, students and community leaders.
- Support and supervise all athletic programs by attending games, practices, and other events for each sport.
- Maintain written communication with administration, coaches, parents, and staff.
- Hold regularly scheduled meetings with coaching staff to keep each staff members informed.
- Provide support to coaching staff when appropriate.
- Promote student-centered philosophy of athletics and promote/support multi-sport athletes.
- Follow district procedures to interview prospective employees and make appropriate recommendations to principals and Athletic Director.
- Evaluate the coaching staff and athletic trainers in conjunction with the campus principal and athletic director.
- Collaborate with principal in securing staff for appropriate teaching and coaching assignments.
- Ensure a chain of command is followed at the campus level.
- Identify and recommend to Athletic Director needs for improvement of athletic facilities on campus.

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- Oversee the coordination of facility usage with campus principal, athletic office and district community services representative.
- Develop and execute policies and plans for care and use of facilities and equipment on campus and feeder schools.
- Participate in budget planning, purchasing and inventory of all athletic goods.
- Follow proper procedure and guidelines in handling district funds.
- Review sport specific handbooks along with the LISD Coach's Handbook and Athlete handbook with all staff to ensure all standards of student conduct are met and addressed appropriately.
- Be responsible for approving all athletic schedules and events (ex. banquets, signing days, etc.).
- Work with coaches to develop an efficient means of notifying the press of athletic accomplishments.
- Oversee scheduling of letter awards for student athletes.
- Follow all UIL and LISD Booster Club Guidelines.
- Meet with booster organizations on regular basis to provide guidance and direction.
- Encourage staff to become involved in appropriate community organizations.
- Attend meetings and conferences concerning UIL policies and procedures.
- Attend professional conferences to keep current on trends in interscholastic athletics.
- Develop and maintain a positive relationship with middle school feeder schools, athletes and coaches.
- Communicate accurately with the athletic director in an appropriate and timely manner.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise all coaches and athletic trainers.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate.
- Experience as high school coach.

Knowledge/Skills/Abilities:

- Knowledge of coaching techniques; procedures for respective sports; and University Interscholastic League (UIL) rules.
- Skill in organization; and communication.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to be able to constantly move about to perform coaching duties.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Regularly works in outdoor weather conditions.
- May be exposed to high or low outside temperatures.
- Ability to understand complex problems and to collaborate and explore alternative solutions.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

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- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Maintain composure and professionalism at all times.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of athletic equipment.
- May require lifting up to 50 pounds assisted.
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.