

MS ATHLETIC COORDINATOR

Rev. Jun 2022

Job No.: T222

Reports to: Athletic Director/Principal/HS Coordinator

Dept./Campus: Assigned Campus

FLSA Status: Exempt

Pay Grade: Teacher Salary Scale

Term: 187 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.

MAJOR RESPONSIBILITIES AND DUTIES

- Serves as coordinator for all Middle School Athletics
- Assists the Athletic Director in developing and directing a comprehensive program of athletics at the Middle School.
- Assists and advises the Athletic Director in the recruitment, appointment, management, and evaluation of program staff of the Middle School.
- Cooperates with the Athletic Director in preparation and administration of an annual budget for the Middle School.
- Coordinates staff to work all Middle School Athletic events.
- Keeps an inventory on all of Middle School Athletic equipment.
- Coordinates the awarding of Middle School certificates.
- Works at High School Athletic events when needed.
- Has jurisdiction with regard to policies pertaining to Middle School sports.
- Maintains a commitment to excellence in the classroom.
- Attends in-service meetings, clinics, regional coaches' meetings, etc. as requested by the Athletic Director.
- Works in conjunction with the Maintenance Department to develop and maintain all athletic facilities.
- Responsible for all communications and compliance of coaches on their campus.
- Responsible for coordinating all track meets in the school district.
- Assists the principal with all eligibility forms required by the UIL and assures that these forms are completed and filed with required officials.
- Responsible for obtaining regular reports from the principal on the eligibility of each participant.
- Responsible for making (securing) a list of players who will travel to out-of-town games and events and for furnishing the list to the principal for approval.
- Responsible for securing facilities after their use.
- Attends district UIL meetings with Athletic Director's approval when coach's sport is to be discussed.
- Schedules games, meets, tournaments or matches for Varsity and sub-Varsity teams or individuals in accordance with approved procedures.
- Plans carefully for the efficient and effective use of budgeted funds.
- Cooperates with other coaches and teams for use of practice facilities.
- Furnishes the Athletic Director a list of supplies and equipment needed for each sport.
- Acts as the official representative of his sport to the news media and other outside agencies in promoting athletics and good public relations.
- Gives total support for all other sports in the system by not recruiting athletes away from other sports and by encouraging athletes to participate in other sports.
- Responsible for managing and conducting home contests.

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- Respects the jurisdiction of the Middle School athletic program with regard to policies pertaining to Middle School sports.
- Loyal to the Athletic Director and the policies of the athletic program.
- Support the athletic policies of Leander ISD.
- Becomes familiar with the athletes' parents/guardians and involves the parents/guardians in decisions, as appropriate.
- Performs all duties as deemed necessary by the Athletic Director.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise assigned assistant coaches.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate.
- Must be certified in CPR, First Aid, and Automated External Defibrillator (AED) use.
- Experience in coaching athletics in secondary schools.

Knowledge/Skills/Abilities:

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

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.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- 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.