



<b>TITLE:</b>	<b>Head Football Coach/HS Campus Coordinator</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Director of Athletics and Campus Principal</b>	<b>TERMS:</b>	<b>179 Days</b>
<b>DEPARTMENT:</b>	<b>Campus Athletics</b>	<b>PAY GRADE:</b>	<b>T1, Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor's Degree

Master's Degree (preferred)

Valid Texas Teaching Certificate

**Special Knowledge/Skills:**

Demonstrated skill and competence in planning, organizing and directing student athletic activities in middle through high school levels.

Demonstrated skill and competence in working with other coaches, teachers and administrators

Knowledge of the technical aspects of football and at the same time must continue to examine new theories and procedures pertinent to the field

Excellent organizational, communication, and interpersonal skills

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

A minimum of five (5) years' experience preferred

Head coaching or coordinator's experience preferred

**SUPERVISES:**

Campus Head Coaches, Coaching Assistants, and Athletic Trainers. Assist the campus principal with supervision of Middle School Athletic Coordinators.

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional prolonged and irregular hours, frequent district-wide and occasional out of district travel. Continual walking and standing; moderate lifting and carrying; stooping, bending, kneeling, and reaching; occasional lifting up to 35 lbs. Work outside (exposure to sun, heat, cold, and inclement weather) and inside. Exposure to biological hazards, bacteria, and communicable diseases.

**Essential Functions:**

1. Assume the responsibility for the total football program at the high school and feeder schools; organize in-service meetings as needed and conduct the program within the rules as outlined in the UIL Constitution and Contest Rules; attend UIL and district meetings when requested.

2. Completes all required UIL and NCISD training. (RCP, Steroids, Safety/First Aid, CPR/AED, and Concussion Management). Support and supervise all phases of the campus athletic program and athletic coaches and encourage athletes to participate in every sport in which they have talent and interest; ensure that all coaches are working toward a common goal to promote the entire campus athletic program and unity with the feeder schools.
3. Responsible for implementing and scheduling a daily practice plan for football in-season and off-season programs.
4. Assist the Director of Athletics in developing and directing a comprehensive football program at the secondary level, consulting with the principal and the Director of Athletics in the organization of the program; plan meetings and conferences to coordinate the activities of all football coaches.
5. Organize, direct or participate in football clinics during the school year or summer months.
6. Apply and enforce student discipline during athletic contests, practice sessions and while on trips off school property in accordance with Student Code of Conduct and student handbook. Assist the Director of Athletics in preparing and maintaining athletic policies and procedures in regard to the campus athletic program.
7. Responsible for a yearly increase in the football participation rate, and ensure the total football participation rate does not drop by more than 10% each year.
8. Assist the Director of Athletics with duty rosters, schedules, and securing working personnel for sub-varsity football games, basketball games, baseball games, track meets, inter - school games and scrimmages, playoff games, and other athletic events as needed.
9. Cooperate with the Director of Athletics in preparation of an annual budget for football and campus sports budgets. Compile a statement of needs from all head coaches along with a complete inventory to insure the essentials for program operation during the subsequent year.
10. Maintain a current and detailed inventory of all equipment and fixed assets within the football program. Oversee process of cleaning, repairing and storing all campus athletic equipment.
11. Promote the total athletic program by meeting with the media, civic groups, booster clubs, and parent and school organizations; assist head coaches in promoting their teams and their sports. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs. Use appropriate and effective techniques for community and parent involvement.
12. Responsible for securing officials, meeting visiting teams, supplying their needs and taking care of any other requirements for orderly athletic performances at all games/meets.
13. Responsible for the development of yearly football program goals and objectives.
14. Disseminate UIL rules and regulations as they relate to each head coach's program; maintain file copies of pertinent UIL materials, eligibility forms, transfer forms, grade reports; and ensure that the UIL and district guidelines are followed.
15. Provide input and feedback and assistance to the principal and the Director of Athletics in the evaluation process of all Head Coaches and Athletic Trainers.
16. Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators and NCISD policy.
17. Establish performance criteria for competition and evaluate football players' athletic abilities initially and on a regular basis.
18. Monitor and enforce student eligibility criteria for all football players, actively monitor athletes' grades and develop strategies to assist athletes that are performing below expectations academically.
19. Schedule regular meetings of all coaches on campus to discuss issues such as maximum participation, off-season programs, scheduling, discipline and/or goals, or to resolve conflicts or concerns.
20. Responsible for administering policies in relation to athletic awards and submitting a list of names of athletes recommended for athletic awards to the principal and the Director of Athletics.
21. Assist the principal and the Director of Athletics with establishing a uniform campus lettering policy.



22. Establish and maintain open communication by conducting conferences with parents, students, principals, teachers and assistant coaches.
23. Responsible for the behavior of athletes and coaches during practice and game situations, assuring that no physical and/or verbal abuse is used by coaches or athletes.
24. Meet regular and predictable attendance requirements.
25. Observe all safety rules and keep work area clean and orderly at all times.
26. Maintain confidentiality of information.
27. Perform other tasks and assume such responsibilities as related to the position and as assigned.
28. Adhere to district requirements regarding transportation of athletes to and from games and or events.
29. Perform other duties as assigned by the supervisor.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date