



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Athletic Director/Head Football Coach
REPORTS TO: Superintendent
DEPT/SCHOOL: Athletics

WAGE/HOUR STATUS: Exempt
PAY GRADE: Professional 5
DAYS EMPLOYED: 226
DATE REVISED: April 2026

PRIMARY PURPOSE:

Direct and manage the overall program of extracurricular athletics for the district. Work to provide each student an opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL) and local requirements. Manage/coach large comprehensive football program. The Athletic Director serves on the Superintendent's Leadership Team and reports directly to the Superintendent.

The Athletic Director is expected to model and promote a high standard of customer service, ensuring that all interactions with students, families, staff, and the community reflect professionalism, responsiveness, and a commitment to building meaningful and trusting relationships. In alignment with the district's mission and values, the Athletic Director fosters a culture that prioritizes students first, inspires success through teamwork and collaboration, and empowers all stakeholders through clear communication, integrity, and a relentless focus on continuous improvement.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree from an accredited college or university (Master's degree preferred)
- Valid Texas teaching certificate
- Texas Principal or Mid-Management Certificate (preferred)

Special Knowledge/Skills:

- Knowledge of the overall operations of an athletic program
- Knowledge of State and UIL policies governing athletics
- Strong communication, public relations, and interpersonal skills
- Excellent organizational skills
- Ability to manage budget and personnel

Experience:

- Athletic program supervisory experience (preferred)
- Head Football Coach experience at the 3A-6A level (preferred)
- Current experience with a successful football program (3A-6A HS or collegiate level preferred)
- Successful teaching and/or coaching experience (minimum 5 years)

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Direct school athletics services to provide for all students equitably.
2. Ensure that student progress is evaluated on a regular, systematic basis and the findings are used to make the athletic program more effective.
3. Plan the appropriate time resources and material to support accomplishment of educational goals.
4. Strong knowledge of managing/coaching a large, comprehensive high school football program.

School/Organizational Climate

5. Maintain an active program that promotes good sportsmanship and student development.
6. Promote a positive, caring climate for learning.
7. Deal sensitively and fairly with persons from diverse cultural backgrounds.
8. Employ effective interpersonal skills.
9. Assess and respond to needs related to job responsibilities.
10. Contribute to the recommendation of sound policies directed toward program improvement.
11. Design feasible projects for implementing innovations.
12. Obtain and use evaluative finding, including student achievement data, to examine athletic program effectiveness.

Personnel Management

13. Prepare, review and revise job descriptions in the athletic department.
14. Develop training options and or improvement plans to ensure the best operation in the area of athletics.
15. Make sound recommendations relative to personnel placement, transfer, retention and dismissal.

Administration and Fiscal/Facilities Management

16. Direct and manage the district's athletic program and facilities.
17. Ensure that programs are cost effective and funds are managed prudently.
18. Compile budgets and cost estimates based upon documented program needs.
19. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules and the local board policy in the area of athletics.
20. Compile, maintain and file all reports, records and other documents required.
21. Establish the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility.
22. Manage game operations by directing ticket sales, employing personnel and ensuring preparation of facilities.
23. Supervise the maintenance inventory of game tickets and passes.
24. Be responsible for the general management of stadiums, gymnasiums and fields and direct maintenance personnel assigned.
25. Provide for equipment and supplies needed for each program.
26. Prepare specifications and secure bids for athletic equipment.
27. Prepare or approve all athletic schedules and secure all necessary contracts.
28. Maintain proper inventory accounting and care for all property and equipment of the athletic program.
29. Make arrangements for all school play-off games, tournaments and all other athletic events.
30. Prepare and monitor the annual budget for athletics.
31. Enforce requirements for physical exams and eligibility for athletics.
32. Performs related duties as assigned.

Student Management

33. Demonstrate support for the district's student management policies and expected student behavior related to athletic program.
34. Establish and maintain open lines of communication by conducting conferences with parents, students and teachers as needed.

School/Community Relations

- 35. Demonstrate awareness of district/community needs and initiate activities to meet those identified needs.
- 36. Demonstrate the use of appropriate and effective techniques for community and parent-involvement.

Professional Growth and Development

- 37. Develop professional skills appropriate to job assignments.
- 38. Demonstrate behavior that is professional, ethical and responsible and serve as role model for all district staff.
- 39. Articulate the district’s mission and goals in the area of athletics to the community and solicit its support in realizing the mission.

SUPERVISORY RESPONSIBILITIES

Supervise and evaluate the performance of coaches and support staff assigned to the area of athletics.

EQUIPMENT USED:

Sound knowledge of technology equipment and devices as acquired by the district

WORKING CONDITIONS:

Mental Demands:

- Ability to communicate effectively (verbally and written)
- Ability to interpret policy, procedures and date
- Ability to coordinate campus functions
- Ability to maintain emotional control under stress

Physical Demands/Environment Factors:

- Frequent district and statewide travel
- Occasional prolonged and irregular hours
- Repetitive hand motions
- Prolonged use of computers
- Exposure to computer emissions

Other:

Work as a team member and with peers, teachers, campus personnel and principals; professional demeanor, resourcefulness, communicate effectively with diverse groups and accept supervision; work without day-to-day supervision; regular and punctual attendance at the workplace.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s Policy on Evaluation of Administrative Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____