



**Job Title:** Athletic Coordinator - Girls

**Exemption Status/Test:** Exempt/Executive\*

**Reports to:** Athletic Director / Principal

**Date Revised:** April 2026

**Dept./School:** Athletics/Taylor High School

**Primary Purpose:**

The Athletic Coordinator for the girls program works in partnership with the Athletic Director and Campus Principal to provide each student with the opportunity to participate in extracurricular athletic activities by maintaining, organizing, and administering the overall program of interscholastic athletics, at the high school and middle school levels. This position will also assist in the classroom as requested.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from an accredited college or university  
Valid Texas teaching certificate in any content area

**Special Knowledge/Skills:**

Knowledge of overall operations of an athletic program  
Knowledge of federal, state, and UIL policies governing athletics  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to manage budget and personnel  
Strong communication, public relations and interpersonal skills

**Experience:**

5 years successful teaching and coaching experience

**Major Responsibilities and Duties:**

**Program Planning**

1. Direct and manage assigned areas of the district's athletic program with a focus on girls athletics
2. Maintain physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility
3. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals
4. Share responsibilities with the Athletic Director and Campus Principal to include; interviewing, training coaches, planning, assigning and directing work, addressing complaints and resolving issues
5. Assist girls head coaches in compiling and preparing seasonal sport schedules and supplying them to the appropriate officials' boards

## **Athletic Events**

1. Assist the Athletic Director with home game logistics to include: coordination with custodial staff, ticket sellers/takers, payment of officials, actively monitoring events and handling of game receipts
2. Manage assigned athletic operations including overseeing season ticket sales and monitoring season ticket seats, and overseeing gatekeepers and ticket sales.
3. Attend district athletic contests as assigned
4. Coordinate the use of all athletic facilities by non school groups
5. Oversee the concessions of athletic events.
6. Monitor the transportation, lodging, and meals for out-of-town athletic events.
7. Monitor the process of cleaning, sanitizing, repairing and storing of girls athletic equipment
8. Assist with coordinating fall and spring athletic signing events
9. Assist in the planning, organizing, and supervision of all athletic awards programs
10. Oversee the Cheerleading Program

## **Student Management**

1. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
2. Establish and maintain open lines of communication on vital issues with parents, students, and teachers

## **Policy, Reports, and Law**

1. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules and local board policy in the area of athletics.
2. Compile, maintain, and file all reports, records, and other documents required

## **Budget and Inventory**

1. Develop and administer budgets for areas assigned based on documented needs and ensure that operations are cost effective and funds are managed wisely.
2. Maintain a current inventory of supplies, equipment, and recommend disposal and replacement of equipment.

## **Personnel Management**

1. Select, train, supervise and evaluate athletic department personnel in assigned area and make recommendations relative to placement, assignment, and retention
2. Assist in developing training options and/or improvement plans for employees to ensure exemplary operation in the area of athletics

## **Community Relations**

1. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
2. Support athletic booster club activities.

**Other**

1. Comply with district policies, as well as state and federal laws and regulations
2. Adhere to the district’s safety policies and procedures
3. Maintain confidentiality in the conduct of district business
4. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
5. Demonstrate regular and prompt attendance
6. Other duties as assigned

**Supervisory Responsibilities:**

Supervise and evaluate the performance of coaches and support staff.\*

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

**Tools/Equipment Used:** Athletic equipment, standard office equipment including copier, computer and appropriate software, printer, calculator, fax machine and audio-visual equipment; automated external defibrillator (AED); frequent driving *may operate school bus*

**Mental Demands:** Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures and data

**Physical Demands/Environmental Factors:** Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional stat-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job included close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 lbs.

**Evaluation**

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy of evaluation of administrative personnel.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_