



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Athletic Coordinator/Head Football Coach

Salary Block: Teacher Salary Scale

Reports To: Principal/Athletic Director

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:

The primary duty of this employee is to coordinate all athletics on campus and serve in the capacity of the high school's head football coach.

Qualifications:

Education/Certification/Requirements:

- Bachelor's Degree
- Texas Teachers Certificate
- Trained in CPR/First Aid
- Valid Driver's License

Experience:

- Five years as a successful Varsity-level Coordinator and/or High School Head Football Coach (preferred)
- Experience as a Varsity Coordinator and/or Head Football Coach
- Experience coordinating athletic activities at the secondary level
- Experience working with Title IX issues

Major Responsibilities and Duties:

1. Coaches individual participants in the skills necessary for excellent achievement in the sports involved.
2. Plans and schedules a regular program of practice in season.
3. Works closely with the Director of Athletics in scheduling intra-district and interscholastic contests.
4. Recommends purchase of equipment, supplies, and uniforms, as appropriate.
5. Maintains necessary attendance forms, insurance records, and similar paperwork.
6. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Demonstrates strong knowledge of University Interscholastic League (UIL) athletic policies, rules, procedures, and forms.
8. Establishes and checks performance criteria for eligibility in interscholastic competition in his/her sport.
9. Enforces discipline and sportsmanlike behavior at all times and establishes and oversees penalties for breach of such standards by individual students.
10. Assumes the responsibility for the inventory, repair, and issuance of all athletic equipment issued to the specific sport.
11. Follows effective verbal and written communication with all stakeholders. Forms of communication may include but are not limited to phone calls (cell phone and land line), email, memos, newsletters, etc.
12. Upholds and adheres to safety rules and policies of the SISD safety program.
13. Support the district's social media efforts that highlight the hard work of our students and staff as well increase communication with all stakeholders. (i.e. direct your Twitter followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
14. Supports the goals and objectives of the school district and follows all district policies.

ADOPTED: 3-5-85 AMENDED: 11-4-96, 2-22-07, 1-22-09, 4-8-13, 9-10-14, 10-5-16, 10-23-17, 11-28, 12-10-18, 09-18-24

Athletic Coordinator/Head Football Coach

15. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
16. Performs any other duties as assigned by the appropriate supervisor.
17. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress

Physical Demands/Environmental Factors: Moderate standing, stooping, bending and lifting; frequent district-wide and state-wide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

This job description 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.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date