

<b>Job Title:</b>	MS Track Head	<b>Wage/Hour Status:</b>	Daily
<b>Reports to:</b>	Principal and Athletic Director	<b>Pay Grade:</b>	TBA
<b>Dept/School:</b>	Assigned Campus	<b>Date Revised:</b>	January 25, 2002

**Primary Purpose**

Provide instruction and coaches students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics.

**Qualifications****Education/Certification**

Bachelor's Degree  
Valid Texas Teaching Certificate

**Special Knowledge/Skills**

- General knowledge of coaching techniques and procedures
- Knowledge of University Scholastic League (UIL) rules
- Ability to instruct and supervise student athletes
- Excellent organizational, communication, and interpersonal skills

**Experience**

One to two year's experience as coach or participant in sport assigned preferred.

**Major Responsibilities and Duties****Instruction**

1. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
2. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
3. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.

**Program Management**

4. Establish performance criteria for competition and evaluates students' athletic abilities initially and on a regular basis.
5. Take the necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Keep informed of and ensure compliance with all UIL rules.
7. Monitor and enforce student eligibility criteria for extracurricular participation.
8. Work with athletic director to schedule competitions and coordinate arrangements.
9. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

**Student Management**

10. Accompany and supervise student athletes during athletic competitions in assigned.
11. Instruct and advise students on NCAA regulations regarding academic requirements for scholarships and recruiting practices.
12. 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.
13. Encourage by example and through instruction, sportsmanlike conduct in the phases of athletic participation.

**Communication**

14. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

**Administration**

- 15. Assist in selection of equipment and instructional materials.
- 16. Compile, maintain, and file the reports, records, and other documents required.
- 17. Maintain a current inventory of the fixed assets within program.
- 18. Oversee process of cleaning, repairing, and storing the campus athletic equipment.
- 19. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned assistant coaches and student athletic assistants

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress. Frequent districtwide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

**Terms of Employment**

Days vary annually; salary to be established by the Board of Trustees

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

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.