

Job Title:	MS Football Head	Wage/Hour Status:	Daily
Reports to:	Principal and Athletic Director	Pay Grade:	TBA
Dept/School:	Assigned Campus	Date Revised:	June 16, 2015

Primary Purpose

Provide instruction and coach 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

Experience not required

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.
4. Work with high school feeder head coach for staff development.
5. Use instructional techniques, drills, and terminology of the high school feeder program.
6. Perform other duties as assigned by supervisor.

Program Management

7. Establish a program based on the feeder high school system.
8. Establish performance criteria for competition and evaluates students' athletic abilities initially and on a regular basis.
9. Establish and implement a sound athletic plan that ensures and demonstrates growth in the program under his/her direction.
10. Take the necessary precautions to protect student athletes, equipment, materials, and facilities.
11. Keep informed of and ensure compliance with the UIL rules and EPISD Rules and Regulations.
12. Monitor and enforce student eligibility criteria for extracurricular participation.
13. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

Student Management

14. Accompany and supervise student athletes during athletic competitions.
15. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property. Encourages, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

Communication

16. Plan, organize, schedule, and conduct preseason parent meetings.

- 17. Establish and maintain open communication by conduction conferences with parents, students, principals, and teachers.
- 18. Keep Principals, Athletic Director, and Campus Coordinator informed of the aspects of sports programs.

Administration

- 19. Assist in selection of equipment and instructional materials.
- 20. Compile, maintain, and file the reports, records, and other documents required.
- 21. Maintain a current inventory of the fixed assets within program.
- 22. Oversee process of cleaning, repairing, and storing the campus athletic equipment.
- 23. Assist principal with the hiring of assistant coaches.
- 24. Assist principal with the evaluations of assistant coaches.

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 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

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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