

JOB DESCRIPTION

Job Title	HS Cross Country Head	Job Title Code	290450
Reports to	Principal and Executive Director, Athletics	Wage/Hour Status	Exempt
Dept/School	Assigned Campus	Pay Grade	TBA
		Date Revised	May 19, 2025

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.

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

- Three (3) years' experience as coach or participant in sport assigned

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 evaluate students' athletic abilities initially and on a regular basis.
5. Take necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Keep informed of and ensure compliance with 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 sports on out-of-town trips.
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.

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Communication

14. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
15. Develop a consistent and positive public communications procedure through the school and media to inform the parents and the public about the athletic program.

Administration

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

Supervisory Responsibilities

Supervise assigned student athletics 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

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: _____

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Date: _____

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

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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



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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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.