

Job Title: HS Cross Country Head

Wage/Hour Status: Daily

Reports to: Principal and Head Coach

Pay Grade: TBA

Dept/School: Assigned Campus

Date Revised: April 18, 2022

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

Three (3) year's 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 evaluates 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

1. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
2. Instruct and advise students on NCAA regulations regarding academic requirements for scholarships and recruiting practices.
3. 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.
4. Encourage, by example and through instruction, sportsmanlike conduct in the phases of athletic participation.

Communication

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

- 6. 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

- 7. Assist in selection of equipment and instructional materials.
- 8. Compile, maintain, and file reports, records, and other documents required.
- 9. Maintain a current inventory of fixed assets within program.
- 10. Oversee process of cleaning, repairing, and storing all campus athletic equipment.
- 11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned 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

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 al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.