

**Job Title:** Facilitator, Athletics

**Wage/Hour Status:** Daily, Exempt

**Reports to:** Director Athletics

**Pay Grade:** 105

**Dept./School:** Athletics

**Date Revised:** January 7, 2021

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**Primary Purpose**

Provide opportunities for student athletes to participate in athletic events and ensure the program is well organized, efficient, competitive, and fair; enforce all rules and controls the physical elements of an athletic program.

**Qualifications**

**Education/Certification:**

Master's Degree

Valid Texas Teaching Certificate

**Special Knowledge/Skills:**

- Knowledge of operations of athletic program
- Knowledge of state, UIL and local policies governing athletics
- Ability to manage personnel and coordinate District functions
- Strong organizational, communication and interpersonal skills

**Experience**

Three (3) years teaching experience

Three (3) years coaching experience in public schools

**Major Responsibilities and Duties**

**Program Management**

1. Ensure that athletics is supportive of instructional goals and objectives of the District and the attainment of the campus performance objectives.
2. Prepare schedules for athletic teams.
3. Make travel arrangements (motel, food, transportation) for out-of-town athletic trips for selected sports.
4. Coordinate mandatory parent orientation for athletic teams.
5. Attend, supervise, and officiate athletic functions.
6. Plan and conduct meetings, clinics, and in-service to promote staff development.
7. Attend coaches' meetings, Athletic Director meetings, conventions, and athletic events.
8. Secure, assign, and supervise staff and security personnel for athletic events.
9. Work with campus coordinator to assure all team paper work is completed.
10. Inventory and check facilities and equipment as assigned by supervisor.
11. Assure coaches have current required certifications on file.
12. Coordinate and supervise the CO-OP coaching program in the middle schools.
13. Maintain coaching lists online and generate add and drops.
14. Coordinate and supervises the middle school athletic programs.
15. Perform other duties as assigned by supervisor.

**Community Relations**

16. Articulate the District's mission and goals in the area of athletics to the community and solicits support in realizing mission.
17. Demonstrate awareness of District and community needs and initiates; implement activities to meet those needs.
18. Use appropriate and effective techniques to encourage community and parent involvement.

**Supervisory Responsibilities**

Supervise support staff and coaches of selected sports.

**Physical and Mental Job Requirements**

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

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

**Terms of Employment**

226 days; salary to be established by 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: \_\_\_\_\_

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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 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.