

Job Title:	HS Track Girls Varsity	Wage/Hour Status:	Daily
Reports to:	Principal and Athletic Director	Pay Grade:	TBA
Dept/School:	Assigned Campus	Date Revised:	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

Four (4) 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.
4. Perform other duties as assigned by supervisor.

Program Management

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

Student Management

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

Communication

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

Administration

- 16. Select equipment and instructional materials.
- 17. Compile, maintain, and file the reports, records, and other documents required.
- 18. Maintain a current inventory of all fixed assets within program.
- 19. Oversee process of cleaning, repairing, and storing the campus athletic equipment.
- 20. Organize and direct track meets.

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

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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