

<b>Job Title:</b>	HS Softball Assistant Varsity	<b>Wage/Hour Status:</b>	Daily
<b>Reports to:</b>	Principal and Head Coach	<b>Pay Grade:</b>	TBA
<b>Dept/School:</b>	Assigned Campus	<b>Date Revised:</b>	January 25, 2002

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### **Primary Purpose**

Assists in providing instruction and coaching students to develop skills and ability to excel in sport assigned. Contributes 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 years experience as coach or participant in sport assigned

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Instruction and Program Management**

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
4. Maintains accurate statistics, records, and results of the season.
5. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
6. Maintains competency in rules, rule interpretations, meets procedures, coaching techniques, and general information about all aspects of the sport.
7. Establishes performance criteria for eligibility in interscholastic competition.
8. Adheres to a highly efficient and technically sound program of injury prevention and follow up.
9. Works closely with the athletics director in scheduling intramural and interscholastic contests.
10. Accounts for all equipment.

### **Student Management**

11. Accompanies and supervises student athletes during athletic competitions in assigned sports on out-of-town trips.
12. Instructs and advises students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
13. Applies and enforces 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. Encourages, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

**Communication**

- 15. Establishes and maintains open communication by conducting conferences with parents, students, principals, and teachers.
- 16. Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.

**Administration**

- 17. Assists in selection of equipment and instructional materials.
- 18. Compiles, maintains, and files all reports, records, and other documents required.
- 19. Maintains a current inventory of all fixed assets within program.
- 20. Oversees process of cleaning, repairing, and storing all campus athletic equipment.
- 21. Performs other assigned duties as may be required by Supervisor.

**Supervisory Responsibilities**

Supervises assigned student athletic assistants.

**Physical and Mental Job Requirements**

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

Maintains 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 by Associate Superintendent,  
High Schools Division Date January 28, 2002

Reviewed by \_\_\_\_\_ 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, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Cecilia Whiteman at 230-2836.

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, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Cecilia Whiteman al 230-2836.

