

<b>Job Title:</b>	HS Football Defensive Coordinator	<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

**Primary Purpose**

Assist in providing instruction and coaching 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 and participant in sport assigned

**Major Responsibilities and Duties****Instruction and Program Management**

1. Coach individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plan and schedule a regular program of practice in season.
3. Oversee the safety conditions of the facility or area in which assigned sport is always conducted that students are present.
4. Maintain accurate statistics, records, and results of the season.
5. Always enforce discipline and sportsmanlike behavior, establish, and oversee penalties for breach of such standards by individual students.
6. Maintain competency in rules, rule interpretations, meets procedures, coaching techniques, and general information about all aspects of the sport.
7. Establish performance criteria for eligibility in interscholastic competition.
8. Adhere to a highly efficient and technically sound program of injury prevention and follow up.
9. Work closely with the athletics director in scheduling intramural and interscholastic contests.
10. Accounts for all equipment.
11. Perform other duties as assigned by supervisor.

**Student Management**

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

**Communication**

16. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
17. 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**

18. Assist in selection of equipment and instructional materials.
19. Compile, maintain, and file reports, records, and other documents required.
20. Maintain a current inventory of the fixed assets within program.
21. Oversee process of cleaning, repairing, and storage the campus athletic equipment.

**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

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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: \_\_\_\_\_

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