

Job Title:	HS Football Offensive Coordinator	Wage/Hour Status:	Daily
Reports to:	Principal and Head Coach	Pay Grade:	TBA
Dept/School:	Assigned Campus	Date Revised:	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 and establish and oversee penalties for breach of such standards by individual students.
6. Maintain competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about the 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 the 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, maintains, and file the reports, records, and other documents required.
- 20. Maintain a current inventory of fixed assets within the program.
- 21. Oversee process of cleaning, repairing, and storing 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

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.