

<b>Job Title:</b>	Campus Athletic Coordinator / HS Football Head Coach	<b>Wage/Hour Status</b>	Exempt
<b>Reports to:</b>	Principal and Athletic Director	<b>Pay Grade:</b>	TBA
<b>Dept./School:</b>	Assigned Campus	<b>Date Revised:</b>	February 3, 2020

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**Primary Purpose**

Under the direct supervision of the Campus Principal, Athletic Director and Assistant Athletic Directors, the Campus Athletic Coordinator will advise, coordinate, supervise, and support a staff of high school head coaches, assistant coaches, and middle school coaches and middle school campus coordinators. Work to ensure all programs carry out the goals and objectives of the district and provides students the opportunity to participate and excel in the extracurricular activities of their choice. Provide instruction and coach 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  
Must have and maintain a Coaching position at assigned applicable campus

**Special Knowledge/Skills**

- General knowledge of coaching techniques and procedures
- Knowledge of University Interscholastic League (UIL) & EPISD rules and regulations
- Ability to instruct and supervise student athletes
- Ability to lead and instruct coaches under his/her direction
- Excellent organizational, communication, and interpersonal skills

**Experience**

Five (5) years experience as a coach and/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. Serve as a role model to athletes, coaching staff, faculty, and community by displaying leadership, strong moral character, commitment, good sportsmanship, and dedication.
5. Hold monthly campus coaches meetings.
6. Work with principal and athletic director to provide professional growth opportunity for coaches and trainers.
7. Serve as a resource for principals, coaches, and their programs concerning UIL and athletic issues.
8. Ensure that each coach on campus is aware of all UIL rules, regulations, changes, implementations, and interpretations.

**Program Management**

9. Establish and implement a sound athletic plan that ensures and demonstrates growth in program under his/her direction.
10. Establish performance criteria for competition and evaluates students' athletic abilities initially and on a regular basis.
11. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.

12. Keep informed of and ensure compliance with all UIL & EPISD rules and regulations.
13. Monitor and enforce student eligibility criteria for extracurricular participation.
14. Work with athletic director to schedule competitions and coordinates arrangements.
15. Develop and coordinate a continuing evaluation of coaching program and makes changes based on findings.
16. Ensure continuity of feeder school football program.
17. Assist in selection of feeder school coaches.
18. Understand and maintain equal sensitivity to individual sports, individual coaches, cultural groups, and genders to maintain high morale and professional cooperation among the campus staff.
19. Ensure that the student athletes will have the opportunity to participate in the sports program of their choice.
20. Responsible for the overall athletic programs at their campus, their feeder programs and all coaches and athletic trainers.
21. Develop positive public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
22. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of athletic events.
23. Attend all public, staff, district and departmental meetings that require their attendance.
24. Assist in any requirements or obtain personnel as needed for contests, tournaments, meets and special events.
25. Work with the registrar and all coaches on eligibility and previous athletic participation forms. (PAPF)
26. Assist in effective communication for the study and implementation of upgrading athletic facilities on the campus as directed by the principal and athletic director.

#### **Student Management**

27. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
28. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
29. 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.
30. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
31. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
32. Ensure that all programs maintain the perspective that a quality education is of the highest priority in working with student athletes.
33. Collaborate with parents, school administrators, and athletes to promote student success and eliminate the student failure rate and discipline problem

#### **Communication**

34. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
35. Organize, schedule, and conduct preseason parent meeting.
36. Establish and maintain open communication with parents, students, coaches, trainers, teachers and principals.
37. Disseminate information from the athletic office to all appropriate coaching staff members.
38. Keep the principal informed of all the school athletic programs and their activities throughout the school year.
39. Notify the athletic director and principal of any potential issues and program progress pertaining to all programs on campus.
40. Assist in the organization of preseason meetings for parents, coaches, players, and guests.

#### **Administration**

41. Assist in selection of equipment and instructional materials.
42. Compile, maintain, and file all reports, records, and other documents required.
43. Maintain a current inventory of all fixed assets within program.

44. Oversee process of cleaning, repairing, and storing all campus athletic equipment.
45. Support and participate in local and state coaching organizations.
46. Perform other assigned duties as may be required by Supervisor.
47. Responsible for the overall athletic program of the high school and all schools in its feeder pattern.
48. Responsible for all coaching responsibilities plus the coordination of all boys and girls athletic programs at the high school and feeder patterns.
49. Monitor the head coach of each sport and athletic trainers.
50. Facilitate the fair usage of campus facilities and equipment by all staff, athletic programs and community. Coordinate with campus SAM and department head on use of athletic facilities.
51. Design staff meetings as needed to assure staff awareness of the total athletic program and knowledge of required rules and procedures.
52. Collaborate with the campus principal in evaluating head coaches of each sport and campus athletic trainers.
53. Provide input and serve as a resource in the employment of coaches for their campus and feeder school staff.
54. Ensure that all personnel and their staff are certified in COPE, CPR, First Aid, and AED training and maintain certification records on file.
55. Ensure all athletic pre-participation documentation to fulfill state and UIL requirements for all sports at their school are on file before the athlete works out.
56. Work in conjunction with EPISD operations department to coordinate athletic facility maintenance and supervision.
57. Collect, process, and file all UIL Previous Athletic Participation Forms (PAPF) and is responsible for sending them to the DEC Chairperson.
58. Collect a UIL Professional Acknowledgment form for all coaches; submit them to the athletic department.
59. Assist in the preparation, inventory and administration of Athletic Budgets and monitor each head coach in the accountability of equipment and facilities.
60. Ensure paperwork for all programs is completed and submitted to the athletic office on time.
61. Routinely inspect athletic facilities to insure and provide a safe environment for all athletes.

**Supervisory Responsibilities**

Supervise assigned assistant coaches, student athletic assistants, all coaches and trainers on campus and all athletic programs on campus and in feeder pattern.

**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**

187 days; 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: \_\_\_\_\_

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.