

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	Athletic Coordinator Senior High/ Head Football Coach	Wage/Hour Status:	Exempt
Reports To:	Principal and District Athletic Director	Pay Range:	870
Dept./School:	Senior High School Campus	Date Revised:	12/13/2021

Primary Purpose:

Direct and manage campus athletic program and facilities and instruct and coach students to develop skills and abilities to excel in athletics. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state, University Interscholastic League (UIL), and local requirements.

Qualifications:

Education/Certification:

- Bachelor's degree
- Valid Texas teaching certificate

Special Knowledge/Skills:

- Knowledge of overall operations of an athletic program
- Knowledge of coaching techniques and procedures
- Knowledge of federal, state, and UIL policies governing athletics
- Ability to instruct and supervise student athletes
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Excellent public relations, organizational, communication, and interpersonal skills
- Ability to speak effectively before groups of students, parents, and staff

Experience:

- Minimum four years successful teaching and coaching experience
- Head coach experience at varsity level (preferred)
- Coordinator or equivalent experience at varsity level (required)

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Major Responsibilities and Duties:

Program Planning and Instruction

Establish performance criteria for competition and manage athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship; model performance criteria and perform physical movements required for successful student performance of sport

Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals

Work with campus administration and other campus head coaches to monitor and enforce student eligibility criteria for extracurricular participation

Use a variety of instructional and coaching techniques to meet the needs and improve the abilities of student athletes in the sport of football

Work regularly with the feeder schools assigned to the senior high campus to establish consistency and provide a smooth transition from middle school through senior high school

Take all necessary precautions to protect student athletes, equipment, materials, and facilities

Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletics

Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs

Promote character development across the athletic programs

Supervise athletic-related summer activities on campus

Work collaboratively with other extracurricular program sponsors and directors

Athletic Events

Assist with campus athletic operations including finance procedures related to ticket sales, preparation of facilities, and supervising the student body and spectators

Prepare and approve all interscholastic game schedules

Arrange transportation, lodging, and meals for out-of-town athletic events

Attend athletic events assigned by the principal or designee to serve as the administrator on duty

Student Management

Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook

Accompany and supervise student athletes during football games both at-home and on out-of-town trips

Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations with regard to academic requirements for scholarships and recruiting practices

Encourage, by example, and through instruction, sportsmanlike conduct in all phases of athletic participation

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Communication

Establish and maintain open lines of communication on vital issues with parents, students, and teachers

Administration, Budget and Inventory

Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics

Compile, maintain, and file all reports, records, and other documents required

Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely

Oversee the process of cleaning, repairing, and storing of all athletic equipment including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment

Work with the campus administration on athletic facility schedules for athletic and non-athletic events

Plan, organize, and oversee all activities including practices, special events, and tournaments

Facilitate meetings with coaches, students or parents as needed to address athletic related concerns

Personnel Management

Assist with recruitment, selection, training, supervising, and evaluating all athletic department personnel and make recommendations relative to assignment, transfer, retention, discipline, and dismissal

Develop and coordinate a continuing evaluation of the coaching program and implement changes based on the findings

Demonstrate behavior that is professional, ethical and responsible and maintain a spirit of cooperation and common endeavor among all phases of the athletic program

Community Relations

Articulate the district's mission and goals in the area of athletics to the community and solicit its support in realizing the mission

Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement

Support athletic booster club activities and ensure booster club compliance with federal, state and local policies

Perform other functions that may be assigned by the principal or district athletic director

Supervisory Responsibilities:

Supervise and evaluate coaches and other assigned staff

Working Conditions:

Tools/Equipment Used:

Athletic equipment; standard office equipment including computer and peripherals and other instructional equipment; automated external defibrillator (AED); frequent driving

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Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; frequent prolonged and irregular hours; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent districtwide and statewide travel; frequent standing, stooping, bending, kneeling, pushing and pulling; Frequent walking; repetitive hand motions, frequent keyboarding and use of mouse; frequent physical movement associated with sports; occasional lifting up to 50 pounds

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11/16/18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____