

Job Title: Athletic Director/Head Football Coach
Reports to: Superintendent
Dept./School: Athletics Department

Primary Purpose:

Direct and manage the overall program of extracurricular and intramural athletics for the district. Work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements. 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. Work diligently to meet the District's expectation of a highly competitive athletic program, where all sports have winning records. Develop an athletic program where traditions of academic excellence, goal-oriented coaching staffs, athletes with high moral character, and championship-caliber competitiveness are the cornerstones of the program.

Qualifications:**Education/Certification:**

Master's degree from an accredited college or university
Valid Texas teaching certificate with physical education endorsement
General knowledge of coaching techniques and procedures
Ability to instruct and supervise student athletes

Special Knowledge/Skills:

Knowledge of overall operations of an athletic program
Knowledge of state and UIL policies governing athletics
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel and coordinate district function
Strong communication, public relations, and interpersonal skills

Experience:

Five years successful teaching and coaching experience

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, contest, 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 educational development of student athletes.

Program Management

4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Keep informed of and ensure compliance with all UIL rules.
7. Monitor and enforce student eligibility criteria for extracurricular participation.
8. Schedule competitions and coordinate arrangements.
9. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.
10. Ensure the success of secondary and middle school level athletics by developing a system in which the District's elementary and intermediate level student athletes are educated, trained, and motivated to continue their academic and athletic successes through the completion of high school.

Program Planning

11. Direct and manage district's athletic program and facilities.
12. Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
13. Maintain an active program that promotes good sportsmanship and student
14. 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.

15. Plan necessary time, resources, and materials to support accomplishment of department goals.
16. Assist in selection of equipment and instructional materials.

Athletic Events

17. Prepare and approve all interscholastic game schedules.
18. Arrange transportation, lodging, and meals for out-of-town athletic events.
19. Manage district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities.
20. Oversee process of cleaning, repairing, and storing all athletic equipment.
21. Coordinate the use of all athletic facilities by non school groups.
22. Plan, organize, and supervise all athletic awards programs.
23. Serve as the coordinator of all athletic tournaments hosted by the District.
24. Encourage the coaching staffs of all sports to assist with the creation and implementation of a District-hosted tournament for the coaches' respective sport(s).

Student Management

25. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
26. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
27. Apply and enforce student discipline during athletic contest, practice sessions, and while in trips off school property on accordance with Student Code of Conduct and student handbook.
28. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
29. 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.
30. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.

Policy, Reports, and Law

31. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.
32. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.

Budget and Inventory

33. Administer the athletic budget and ensure that programs are cost effective and that funds are managed prudently.
34. Compile budgets and cost estimates based on documented program needs.
35. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
36. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
37. Approve and forward purchase orders for athletic department to accounting department.

Personnel Management

38. Prepare, review, and revise job descriptions for athletic department.
39. Recruit, select, train, and supervise all athletic department personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
40. Evaluate job performance of employees to ensure effectiveness.
41. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

Community Relations

42. Articulate the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.
43. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
44. Use appropriate and effective techniques to encourage community and parent involvement.

45. Support athletic booster club activities.

46. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

Supervisory Responsibilities:

Supervise and evaluate the performance of coaches and support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district and statewide travel; occasional prolonged and irregular hours.

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.

Signature: _____

Date: _____