

# Sheldon ISD Job Description

Campus

**Job Title:** Coach

**Exemption Status:** Exempt

**Reports to:** Principal and Athletic Director

**Pay Grade:** Teacher pay scale

**Dept./School:** Assigned Athletic Campus

**Date Revised:** 04/2021

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## Primary Purpose:

Provide in-person instruction and coach students to develop skills and ability to excel in assigned sport(s). Contribute to the 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 Interscholastic League (UIL) rules  
Ability to instruct and supervise student athletes in person  
Excellent organizational, communication, and interpersonal skills

### Experience:

Four years experience as coach 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 implement instructional goals and objectives to ensure the overall educational development of student athletes.

### Program Management

4. Establish performance criteria for competition and evaluate student's athletic abilities initially and on a regular basis.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Work with athletic director to schedule competitions and coordinate arrangements.
7. Keep informed of and ensure compliance with all UIL rules.

8. Monitor and enforce student eligibility criteria for extracurricular participation.
9. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

### **Student Management**

10. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
11. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
12. 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.
13. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

### **Communication**

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

### **Administration**

15. Assist in selection of equipment and instructional materials.
16. Compile, maintain, and file all reports, records, and other documents required.
17. Maintain a current inventory of all fixed assets within the program.
18. Oversee process of cleaning, repairing, and storing all campus athletic equipment .

### **Supervisory Responsibilities:**

Supervise assigned assistant coaches and student athletic assistants.

### **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and

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classroom equipment

**Environment:** Work inside at district facilities, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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The foregoing statements describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_