

Job Title: Girls Athletic Coordinator

Exemption Status/Test: Exempt/
Administrator in an Educational Establishment

Reports to: Principal and Director of Athletics

Date Revised:

Dept./School: Assigned Campus

Primary Purpose:

Direct and manage the campus extracurricular and intramural athletic program. Provide instruction and coach students to develop skills and ability to excel in sport(s) 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
Current automated external (AED) defibrillator certificate

Special Knowledge/Skills:

Knowledge of coaching techniques, strategies, and procedures
Knowledge of University Interscholastic League (UIL) rules and regulations
Ability to instruct and supervise student athletes
Ability to interpret data
Excellent organizational, communication, and interpersonal skills

Experience:

____ years experience as a coach

Major Responsibilities and Duties:

Program Planning and Instruction

1. Direct and manage athletic programs and facilities at assigned campus.
2. Manage and supervise athletic activities and use a variety of instructional techniques and media to promote individual growth in athletic skills, teamwork, and good sportsmanship and to improve the abilities of student athletes in the sport(s) assigned.
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. Monitor and enforce student eligibility criteria for extracurricular activity participation.
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. Ensure compliance with all UIL rules.
8. Develop and coordinate a continuing evaluation of the coaching program and make recommendations for changes based on findings.

Student Management

9. Accompany and supervise student athletes during athletic competitions both at-home and on out-of-town trips.
10. Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations with regard to academic requirements for scholarships and recruiting practices.
11. 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.
12. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
13. Oversee the planning and execution of athletic banquets and award presentations on the assigned campus.

Communication

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

Administration

15. Compile, maintain, and file all reports, records, and other documents required.
16. Initiate and approve purchase orders and bids in accordance with budgetary limitations.
17. Oversee the proper care and maintenance of all campus athletic fields, facilities, and equipment including the cleaning, sanitizing, repairing, and storing of equipment and make recommendations for repair and replacement when appropriate.

Supervisory Responsibilities:

Directs the work of coaches on assigned campus.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Athletic equipment, standard office equipment including computer and peripherals and other instructional equipment; automated external defibrillator (AED)

Posture: Prolonged sitting and standing; occasional kneeling, squatting, bending, stooping

Motion: Frequent walking; repetitive hand motions; frequent keyboarding and use of mouse; frequent driving



Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

Environment: Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; frequent prolonged and irregular hours

This document 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 _____

