San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Athletics Coordinator	**Exemption Status:**	Exempt
Reports to:	Director of Athletics	**Pay Grade:**	04
Works with:	Students/Staff	**Days:**	226
Dept./School:	Athletics Dept.	**Date Revised:**	04/29/2020

Primary Purpose:

Assist in managing district's athletic program 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.

Prerequisites:

- Bachelor's degree; and
- 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 enforce policy and procedures
- Ability to interpret data
- Excellent public relations, organizational, communication, and interpersonal skills
- Ability to speak effectively before groups of students, parents, and staff

Major Responsibilities and Duties:

1. Assist in managing 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.

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

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

4. Work with other members of school staff to assist with instructional goals and objectives to ensure the overall educational development of student athletics.

5. 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.

6. Assist with 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.

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

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

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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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.

Employee Signature: _____ Date _____

Administrator Signature: Nate Cavnar, Ed.D Date JUN 03 2020