



HIGHLAND PARK ISD

High School Head Athletics Coach

Stipend: \$8,500

Primary Purpose:

Provide instruction and coach students to develop skills and ability to excel in assigned sport(s). Contribute to education program as a whole and to growth of students involved in athletics.

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.
4. Model and promote the core values of the athletics department and the district.

Program Management

5. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis. Model performance criteria and physical movements required for successful student performance of sport.
6. Take all necessary precautions to protect student athletes, equipment, material, and facilities.
7. Work with athletic director to schedule competitions and plan season activities including practices, special events, and tournaments.
8. Coordinate with transportation department for travel arrangements to out-of-town events. (*Drive bus to transport students to out-of-district competitions (optional)*).
9. Ensure compliance with all UIL rules.
10. Monitor and enforce student eligibility criteria for extracurricular participation.
11. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

Student Management

12. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
13. Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations with regard to academic requirements for scholarships and recruiting practices.
14. 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.
15. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.



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Communication

16. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
17. Maintain professional relationships with students, parents, colleagues, administrators, officials, and community members.

Administration

18. Assist in selection of equipment and instructional materials.
19. Compile, maintain, and file all reports, records, and other documents required.
20. Initiate and approve purchase orders and bids in accordance with budgetary limitations and district policies.
21. Oversee process of cleaning, repairing, and storing all campus athletic equipment and maintain a current inventory of all equipment and fixed assets within program.
22. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Assign and oversee completion of the work of assistant coaches and student athletic assistants.

This stipend is in addition to your regular salary. The start dates and end dates for the supplemental duty(ies) may be different from the start and end dates under your employment contract with the district. Your stipend(s) include(s) payment for all duties, responsibilities, and additional time your supplemental duty(ies) may require. A stipend associated with a particular supplemental duty may be prorated if you do not complete the supplemental duty or if the supplemental duty is terminated for any reason.

Your supplemental duty(ies) is/are at-will and is/are not part of your employment contract with the district. There is no property right to your continuation of the supplemental duty(ies). You may resign one or more of these supplemental duties at any time or the district may reassign or terminate one or more supplemental duties at any time.