

Job Title: Coach**Wage/Hour Status:** Exempt/Professional**Reports to:** Principal and Athletic Director**Date Revised:** March 31, 2015**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.

Qualifications:**Education/Certification:**

Bachelor's degree
Valid Texas teaching certificate
Current automated external defibrillator (AED) certificate
Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Special Knowledge/Skills:

Knowledge of coaching techniques and procedures
Knowledge of University Interscholastic League (UIL) rules
Ability to instruct and supervise student athletes
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical
Excellent organizational, communication, and interpersonal skills

Experience:

One year of student teaching or approved internship and one year of experience as coach or participant in sport assigned

Major Responsibilities and Duties:**Instructional Strategies**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Conduct assessments of student learning styles and use results to plan instructional activities
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
6. Use technology to strengthen the teaching/learning process.

7. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
8. Work with other members of school staff to plan and implement instructional goals, objectives, and methods according to district requirements to ensure the overall educational development of students and athletes.
9. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

Program Management

10. 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.
11. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
12. Work with athletic director to schedule competitions and plan season activities including practices, special events, and tournaments.
13. Coordinate with transportation department for travel arrangements to out-of-town events.
14. Drive bus or assigned district vehicle to transport student to out-of-district competitions.
15. Ensure compliance with all UIL rules.
16. Monitor and enforce student eligibility criteria for extracurricular participation.
17. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

Student Management

18. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
19. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
20. 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.
21. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

Communication

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

Administration

23. Assist in selection of equipment and instructional materials.

- 24. Compile, maintain, and file all reports, records, and other documents required.
- 25. Initiate and approve purchase orders and bids in accordance with budgetary limitations and district policies.
- 26. Oversee process of cleaning, repairing, and storing all campus athletic equipment and maintain a current inventory of all equipment and fixed assets within program.

Supervisory Responsibilities:

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

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); operate school bus

Posture: Prolonged standing; kneeling, squatting, bending, and stooping; frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching

Motion: Frequent walking and physical movements associated with sport(s) assigned

Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting or 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; frequent prolonged and irregular hours; moderate exposure to vehicle fumes and work around moving vehicles

Mental Demands: Maintain emotional control under stress

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 _____