

**IRVING INDEPENDENT SCHOOL DISTRICT
ATHLETIC COORDINATOR/HEAD FOOTBALL COACH
JOB DESCRIPTION**

Job Title: Head Football Coach/Athletic Coordinator

Wage/Hour Status: Exempt

Funding Source: Local

Reports to: Executive Director of Athletics & Principal

Pay Grade: Admin 07

Dept./School: Athletic/High School

Date Revised: January 2020

Primary Purpose:

To implement and maintain a football program that will foster the fullest development of student-athlete potential, competition, good sportsmanship, and community pride, and achieves maximum results in all areas of University Interscholastic League (UIL) athletic competition. Provide leadership, instruction, and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate

Special Knowledge/Skills:

General knowledge of coaching techniques and procedures
Knowledge of University Interscholastic League (UIL) rules and regulations
Ability to instruct and supervise student athletes to achieve full potential
Excellent organizational, communication, and interpersonal skills
Ability to demonstrate strong communication skills – written and oral
Ability to demonstrate strong public relations skills
Ability to attract students to the athletic program
Ability to work within UIL rules and demonstrate a solid understanding of the role of athletics in education
Ability to establish discipline and implement high moral values to student athletes
Management and leadership style compatible with the position
Ability to organize, be creative, and be motivating in the role of the head football coach

Experience:

Successful experience as a Head Football Coach (3A level or above preferred)
Successful experience as Offensive Coordinator or Defensive Coordinator (5A level or above)
Outstanding educator
Minimum 3 years teaching experience

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. Design and implement successful strategies and methodologies appropriate for the teaching/coaching assignments.
3. Develop and implement a structured student tutoring and monitoring plan to ensure students' academic progress and success.
4. Develop and implement a structured, written instructional plan for football program development and success in grades 7-12.
5. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
6. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.
7. Establish performance criteria for competition and evaluate students' athletic abilities and skills development initially and on a regular basis.

Program Management

8. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
9. Keep informed of and ensure compliance with all UIL rules.
10. Monitor and enforce student eligibility criteria for extracurricular participation.
11. Work with athletic director to schedule competitions and coordinate arrangements.
12. Promote and maintain a professional and positive working relationship with middle schools.
13. Develop and implement staff development for coaching staff.
14. Develop and coordinate a continuing evaluation of the coaching program and make changes based on findings.

Student Management

15. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
16. Instruct and advise students on NCAA regulations with regards to academic requirements for scholarships and recruiting practices.
17. 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.
18. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

Communication

19. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
20. Communicate to administrative staff the status and progress of the school's athletic program.
21. Communicate and demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
22. Communicate expectations and total athletic program goals to students, faculty, parents, community, and booster club members.
23. Maintain high visibility in the school and in the community and develop a positive rapport with students, parents, staff and the community.

Administration

24. Assist in selection of instructional materials and equipment.
25. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
26. Maintain a current inventory of all fixed assets within program.
27. Oversee process of cleaning, repairing, and storing all campus athletic equipment.

Supervisory Responsibilities:

- Supervise assigned assistant coaches.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions and frequent deadlines. Occasional lifting and/or carrying. Frequent sitting, standing, walking, climbing, balancing, stooping, kneeling, crouching, pulling, pushing, reaching, repetitive hand motions; districtwide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

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

Approved by _____

Date _____

Reviewed by _____

Date _____