



**Job Title:** Head Coach **Wage/Hour Status:** Exempt  
**Reports To:** Principal and Athletic Campus Coordinator **Pay Grade:**  
**Dept. /School:** Assigned Athletic Campus **Date Revised:** 01/25/2012

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**Primary Purpose:**

Provide instruction and coach student-athletes to develop skills and abilities to excel in sport assigned. Contribute to education program as a whole and to the growth of students involved in athletics.

**Qualifications:**

**Education/Certification:**

Bachelor's degree  
Valid Texas teaching certificate

**Special Knowledge/Skills:**

General knowledge of coaching techniques and procedures  
Knowledge of University Interscholastic League (UIL) rules  
Ability to instruct and supervise student-athletes  
Excellent organizational, communication, and interpersonal skills

**Experience:**

3-5 years experience as Head Coach or 1<sup>st</sup> Assistant in sport assigned

**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. 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 put in place instructional goals and objectives to ensure the overall educational development of student-athletes.

**Program Management:**

4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
5. Take all necessary precautions to protect student-athletes, equipment, materials, and facilities.
6. Keep informed of and ensure compliance with all UIL rules.
7. Monitor and enforce student eligibility criteria for extracurricular participation.

8. Work with campus coordinator to schedule competitions and coordinate arrangements.
9. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

**Student Management:**

10. Accompany and supervise student-athletes during athletic competitions in assigned sports on out-of-town trips.
11. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
12. 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.
13. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

**Communication:**

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

**Administration:**

15. Assist in selection of equipment and instructional materials.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
17. Maintain a current inventory of all fixed assets within program.
18. Oversee process of cleaning, repairing, and storing all campus athletic equipment.
19. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise assigned assistant coaches, student-athletes, and student-managers.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent district and state wide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

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