



**Job Title:** Boys Athletic Coordinator / Coach      **Wage/Hour Status:** Exempt  
(187 day + extra duty days)

**Reports To:** Director of Athletics/  
Middle School Principal      **Pay Grade:**

**Dept. /School:** Assigned Middle School Campus      **Date Revised:** 12/05/2011

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**Primary Purpose:**

The primary responsibility of the Middle School Coordinator is the supervision and coordination of the athletic program at the middle school campus. The Coordinator shall work with the Campus Principal and Athletic Director to establish and provide a comprehensive and competitive interscholastic athletic program that will be a positive influence on the students and the school environment.

**Qualifications:**

**Education/Certification:**

Bachelors Degree  
Texas teacher certification – Certification in P.E.

**Special Knowledge/Skills:**

Must have substantial knowledge of the technical aspects of all sports and at the same time must continue to examine new theories and procedures pertinent to the fields  
Ability to work closely with students, teachers, community, support organizations and Booster Club  
Must have substantial knowledge of UIL rules and guidelines

**Experience:**

Campus coordinator/Head Coach or other supervisory role preferred

**Major Responsibilities and Duties:**

1. Supervise and direct the campus athletic program.
2. Supervise and direct the campus coaching staff as well as assist in the hiring of prospective applicants.
3. Oversee and coordinate the athletic inventory, facilities and fiscal budget.
4. Coordination of all athletic events and practice/off season schedules.
5. Maintain records, reports, information and evaluations and provide them as requested by the Campus Principal or Athletic Director.
6. Other duties as assigned.

**Supervisory Responsibilities:**

Coaching staff

**Equipment Used:**

Various athletic equipment

**Working Conditions:**

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

Maintain emotional control under stress. Frequent district wide and statewide 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.*