2013-2014 HIGH SCHOOL HEAD VARSITY FOOTBALL COACH JOB DESCRIPTION

Job Title: Head Varsity Football Coach  
Wage/Hour Status: Exempt

Reports to: Director of Athletics and Principal  
Pay Grade: 108

Dept. /School: Assigned Campus  
Date Revised: 09/01/2013

Primary Purpose:

Provide instruction and coach students to develop skills and the ability to excel in the assigned sport. Contribute to the education program as a whole and to the growth of students involved in athletics so that they are successfully competitive.

Qualifications:

Education/Certification:
Bachelor’s degree in a related field
Valid Texas teaching certificate

Special Knowledge/Skills:
Must have experience or a desire to work in a diverse school district
General knowledge of coaching techniques and procedures
Knowledge of University Interscholastic League (UIL) rules
Demonstrated ability to instruct and supervise student athletes
Excellent organizational, communication and interpersonal skills

Experience:
A minimum of three years of experience as a head varsity football coach preferred.

Major Responsibilities and Duties:

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, discipline, respect, 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.

4. Ensures that all football coaches work together toward a common goal within the football program and provide unity with the feeder schools.

5. Establish performance criteria for competition and evaluate students’ athletic abilities initially and on a regular basis

6. Take all necessary precautions to protect student athletes, equipment, materials, and facilities

7. Monitor and enforce student eligibility criteria for extracurricular participation
8. Work with the Director of Athletics and athletic coordinator to schedule competitions and coordinate arrangements.

9. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings and the ongoing needs of the program.

10. Accompany and supervise student athletes during athletic competitions in assigned sports on our-of-town trips.

11. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.

12. Maintains, files, and copies all pertinent UIL materials, eligibility forms, transfer forms, grade reports, and ensures that the UIL and district guidelines are followed.

13. 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.

14. Encourage sportsmanlike conduct in all phases of athletic participation.

15. Establish and maintain open communication by conducting conferences with parents, students, principals, teachers, athletic coordinator, and Director of Athletics.

16. Maintain a current inventory of all fixed assets within program.

17. Oversee process of cleaning, repairing, and storing all campus athletic equipment.

18. Annually establish and meet performance goals.

19. The Principal or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.

**Supervisory Responsibilities:**

Directly supervises assigned personnel.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**
Maintain emotional control under stress. Frequent districtwide and statewide travel. Frequent prolonged and irregular hours. May be exposed 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.

Employee Signature_____________________________ Date________________________

Printed Name ________________________________