

# Killeen Independent School District Job Description

**Job Title:** Campus Athletics Coordinator  
**Reports To:** Principal and Executive Director for Athletics  
**FLSA Status:** Exempt

## **SUMMARY**

Provides each enrolled student of secondary school age an opportunity to participate in an extracurricular athletics activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

### Professional and Personal Relationship

Maintains open lines of communication with campus administration both verbally and in writing; regularly updates administration and athletic director regarding athletic issues.

Provides written team rules, as approved by campus principal, to squad members and parents.

Employs fair and consistent behavior management strategies with all student athletes; heeding due process procedures when investigating student/team misconduct.

Dresses appropriately at practices and games.

Develops effective public relations with the school, parents and community.

Supports student athletes/athletic program by participating in sports related school functions.

Maintains appropriate professional conduct towards players, coaches, officials, and patrons at athletic practices and games.

Works cooperatively with coaches at the middle school and high school levels to develop a coordinated, comprehensive, and vertically aligned athletic program.

Promotes all sports in the athletics program and fosters school spirit and pride.

Establishes and maintains open lines of communication with students and parents.

Works cooperatively with coaching staff, campus administration, and Athletics Department.

### Coaching Performance

Models respect for athletes, coaches, officials and patrons during all coaching situations and athletic events.

Provides responsible supervision for student athletes.

Demonstrates knowledge and expertise in his/her sport.

Develops and implements effective leadership strategies that foster individual and team success.

Designs flexible, well-coordinated and well-organized practice/game schedules that maximize team, staff and facility resources.

Models the fundamental philosophy, skills and techniques endorsed by the KISD Athletics Department for student athletes.

Demonstrates respect and good sportsmanship on and off the playing field; establishes expectations for student athletes and staff to do the same.

Updates coaching techniques and ideas.

Models effective leadership skills that promote positive attitudes and efforts among student athletes.

Follows required guidelines for addressing student injuries as found in the Athletics Handbook, board policy and district procedures.

Delegates responsibility to assistant coaches while maintaining full responsibility for the program or sport (head coaches only).

Uses effective, appropriate motivational strategies that comply with the Educators Code of Ethics for teachers and coaches, board policy, and Athletics Department requirements.

Places appropriate emphasis on the role of competitive athletics in the total development of the student athlete.

Communicates to student athletes the importance of accepting responsibility for their own decisions and behavior in and outside athletics.

Utilizes effective scouting methods and techniques to improve team's performance.

Achieves optimal individual and/or team performance levels that extend beyond season win-loss records.

#### Related Coaching Responsibilities

Participates actively in campus initiatives which address academic success.

Ensures all student athletes meet eligibility requirements in accordance with UIL competition guidelines.

Encourages athletes to participate in as many sports as desired.

Supports student athletes' participation in other school related activities.

Encourages and/or facilitates opportunities for athletes to further develop individual and team skills during pre and post-season periods.

Demonstrates a willingness to share athletic facilities with other school related programs.

Attends in-services, Athletics Department/school meetings and sports clinics necessary for the growth of the athletics program and the improvement of coaching performance.

Attends all meetings, practices, and athletic events at designated times.

Follows requirements as described in the Athletics Handbook, board policy and district procedures.

Understands and follows rules and regulations set forth by all governing agencies, including but not limited to: UIL, TEA, KISD Board of Trustees, the District, professional organizations and campus administration.

Submits required documents as listed in the Athletics Handbook to the campus and Athletics Department in a timely manner.

Provides a written report to campus administration and the Athletics Department regarding any critical incident as soon as practical, and no later than 24 hours after the incident, unless otherwise required by the school principal or the Athletics Department.

Assumes responsibility for the proper procurement and care of athletic equipment.

Maintains and prepares facilities and equipment for practice and competition in accordance with Athletics Department, board policy and district procedures.

Follows district guidelines for the purchase of equipment as specified in the Athletics Handbook, board policy and district procedures.

#### Supervision/Leadership

Serves as a liaison for the Athletics Department.

Communicates Athletics Department information and philosophy via monthly and regularly scheduled coaches meetings.

Works collaboratively with male/female head coaches to address issues related to the campus athletic program.

Assists in the selection and hiring of new coaches.

Assists in the evaluation of campus-based coaches.

Supervises and coordinates campus athletic facilities.

Monitors and maintains up-to-date records for the assigned athletic programs.

Uses 5 Measures Report Card data, to provide support guidance and direction to coaches regarding the athletics program.

Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Manages all coaches and athletic trainers at assigned campus. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, selection of and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

Master's degree, preferred; five years coaching experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Teaching Certificate.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common educational and technical journals, budget reports, and legal documents. Ability to respond to common inquiries or complaints from parents, students, faculty, regulatory agencies, or members of the community. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information to administrators, parents, public groups, and/or boards of trustees.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES**

Must be familiar with computers, such as word processing, e-mail, and internet.

**OTHER QUALIFICATIONS**

Must be able to travel occasionally.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

**Revised Date:**

October 30, 2018

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