

# MABANK ISD

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**Job Title:** Campus Athletic Coordinator

**Exemption Status/Test:** Exempt/  
Administrator in an Educational

Establishment

**Reports to:** Principal and Director of Athletics

**Date Revised:** 10/09/19

**Dept./School:** Assigned Campus

**Days:** 187 + 10 Days

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## Primary Purpose:

Direct and manage the campus extracurricular and intramural athletic program. Provide instruction and coach students to develop skills and ability to excel in sport(s) assigned. Contribute to education program as a whole and to growth of students involved in athletics.

## Qualifications:

### Education/Certification:

Bachelor's degree

Valid Texas teaching certificate

Current automated external (AED) defibrillator certificate

### Special Knowledge/Skills:

Knowledge of coaching techniques, strategies, and procedures

Knowledge of University Interscholastic League (UIL) rules and regulations

Ability to instruct and supervise student athletes

Ability to interpret data

Excellent organizational, communication, and interpersonal skills

### Experience:

\_\_\_\_ years experience as a coach

## Major Responsibilities and Duties:

### Program Planning and Instruction

1. Direct and manage athletic programs and facilities at assigned campus.
2. Manage and supervise athletic activities and use a variety of instructional techniques and media to promote individual growth in athletic skills, teamwork, and good sportsmanship and to improve the abilities of student athletes in the sport(s) assigned.
3. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.

### Program Management

4. Monitor and enforce student eligibility criteria for extracurricular activity participation.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.

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6. Work with athletic director to schedule competitions and coordinate arrangements.
7. Ensure compliance with all UIL rules.
8. Develop and coordinate a continuing evaluation of the coaching program and make recommendations for changes based on findings.

### **Student Management**

9. Accompany and supervise student athletes during athletic competitions both at-home and on out-of-town trips.
10. Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations with regard to academic requirements for scholarships and recruiting practices.
11. 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.
12. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
13. Oversee the planning and execution of athletic banquets and award presentations on the assigned campus.

### **Communication**

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

### **Administration**

15. Compile, maintain, and file all reports, records, and other documents required.
16. Initiate and approve purchase orders and bids in accordance with budgetary limitations.
17. Oversee the proper care and maintenance of all campus athletic fields, facilities, and equipment including the cleaning, sanitizing, repairing, and storing of equipment and make recommendations for repair and replacement when appropriate.
18. Follow district safety protocols and emergency procedures.

### **Supervisory Responsibilities:**

Directs the work of coaches on assigned campus.

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

**Tools/Equipment Used:** Athletic equipment, standard office equipment including computer and peripherals and other instructional equipment; automated external defibrillator (AED)

**Posture:** Prolonged sitting and standing; occasional kneeling, squatting, bending, stooping

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**Motion:** Frequent walking; repetitive hand motions; frequent keyboarding and use of mouse; frequent driving

**Lifting:** Frequently light lifting (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

**Environment:** Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel

**Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_