

Job Title: Football Coach with Administrative Duties**Reports to:** Principal**Exemption Status/Test:** Exempt/Administrator
in an Educational Establishment**Date Revised:** 1/2025**Dept./School:** High School**Job Closing Date:** February 3, 2025

Primary Purpose:

Direct and manage assigned areas of instructional program and campus operations. Oversee assigned student activities and services. Oversee all aspects of football program, including but not limited to practice planning, game preparation, athlete conditioning, and academic monitoring.

Qualifications:**Education/Certification:**

Master's degree from accredited university

Texas principal or other appropriate Texas certificate

Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser

Special Knowledge/Skills:

Knowledge of campus operations

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Excellent organizational, communication, and interpersonal skills

Strong leadership and commitment to developing well-rounded student- athletes.

Experience:

Minimum 3 years administrative experience at a high school level

Minimum 5 years coaching experience at a high school level

Major Responsibilities and Duties:**School/Organizational Improvement**

1. Take a leadership role in planning activities and implementing programs to ensure attainment of the school's mission.
2. Participate in development of campus improvement plans with staff, parents, and community members.
3. Assist principal to develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators.

Student Management

4. Act as campus behavioral coordinator in accordance with state laws and regulations.
5. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
6. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
7. Conduct conferences about student and school issues with parents, students, and teachers.
8. Ensure that students are adequately supervised during noninstructional periods.

Administration and Fiscal/Facilities Management

9. Oversee campus operations in principal's absence.
10. Oversee reporting and monitoring of student attendance and work with staff to identify and address issues.
11. Coordinate operational support services such as transportation, custodial, and cafeteria to best meet campus needs.
12. Comply with district policies, state and federal laws, and regulations affecting schools.

Personnel Management

13. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser as needed for designated teacher appraisal system.
14. Assist principal in interviewing, selecting, and orienting new staff.

15. Coaching and Development

- Lead, plan, and execute football practices, drills, and conditioning programs.
- Teach fundamental football techniques and strategies to athletes of varying skill levels.
- Prepare team for competitions, including game strategies and individual performance analysis.
- Foster sportsmanship, teamwork, and positive attitudes among all players.
- Develop and implement a system of player development throughout the season and off-season.

16. Team Management

- Supervise and mentor assistant coaches, delegating tasks and responsibilities as necessary.
- Organize and conduct team meetings to discuss performance and strategy.
- Ensure that all equipment, uniforms, and facilities are properly maintained.
- Manage team rosters, track player performance, and communicate updates to the athletic department.

17. Recruitment & Player Development

- Promote the football program to students and parents, encouraging participation.
- Evaluate athletes' skills and potential for advancement.
- Work with the school's guidance counselors and teachers to monitor players' academic progress and eligibility.

18. Game Day Responsibilities:

- Oversee all aspects of game day, including warm-ups, strategy implementation, and in-game coaching.
- Ensure proper conduct of players and coaching staff during games.
- Review game film and provide feedback to players and coaching staff.

19. Compliance & Administration

- Ensure all football program activities comply with UIL (University Interscholastic League) regulations, district policies, and school guidelines.
- Maintain accurate records of player performance, attendance, and academic progress.
- Collaborate with the athletic director to set schedules, budgets, and team goals.

20. Community Engagement

- Act as a positive representative of the school within the community, promoting the football program through public relations and community involvement.
- Organize fundraising activities and events to support the football program.

Other

21. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise and evaluate the work of professional staff as assigned by the school principal. Direct the work of teachers, custodians, paraprofessionals, administrative assistants, and others as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.