

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Director of Athletics/Head Football Coach

Wage/Hour Status: Exempt

Reports to: Superintendent

Admin/Prof Pay Grade: 108 (226 Days)

Dept./School: Athletics

Date Revised: 08/25/2021

Primary Purpose:

Direct and manage the overall program of extracurricular and intramural athletics for the district. Work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, University Interscholastic League (UIL), and local requirements.

Qualifications:

Education/Certification:

Master's degree from an accredited college or university
Valid Texas teaching certificate with physical education endorsement

Special Knowledge/Skills:

Strong leadership, organization, planning and managerial skills
Ability to interact effectively with administrators, teachers, students, parents, and community
Ability to effectively communicate athletic program goals to all stakeholders, orally and in writing
Possess emotional stability, integrity, judgment, empathy, and initiative to effectively perform assignment
Ability to develop a quality athletic program with sensitivity to all program needs
Ability to attract student athletes to a program and sustain their commitment from grades 7 through 12
Ability to develop and implement training for assistant coaches
Knowledge of overall operations of an athletic program
Knowledge of state and UIL policies governing athletics
Ability to coordinate all athletic programs, facilities, and equipment
Ability to manage budget
Bilingual, preferred

Experience:

Minimum of five years teaching and coaching experience at the high school level
Experience in one of the following areas: Head football coaching at 2A or above or offensive or defensive coordinator at 3A or above.

Major Responsibilities and Duties:

Program Planning

1. Direct and manage district's athletic program and facilities.
2. Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
3. Maintain an active program that promotes good sportsmanship and student development.

4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
5. Plan necessary time, resources, and materials to support accomplishment of department goals.

Grounds Maintenance of Athletic Facilities

6. Designate areas of responsibility of the athletic facilities to the groundskeeper/custodian to ensure cleanliness and readiness for use.
7. Consult with Director of Operations to arrange for contract labor when work cannot be performed by district staff.
8. Consult with Director of Operations to establish care and watering schedules, including spraying, fertilizing, pruning, etc.

Athletic Events

9. Prepare and approve all interscholastic game schedules.
10. Arrange transportation, lodging, and meals for out-of-town athletic events.
11. Manage district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities.
12. Oversee process of cleaning, repairing, and storing all athletic equipment.
13. Coordinate the use of all athletic facilities by nonschool groups.
14. Plan, organize, and supervise all athletic awards programs.

Student Management

15. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
16. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.

Policy, Reports, and Law

17. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.
18. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.

Budget and Inventory

19. Administer the athletic budget and ensure that programs are cost effective and that funds are managed prudently.

20. Compile budgets and cost estimates based on documented program needs.
21. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
22. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
23. Approve and forward purchase orders for athletic department to accounting department.

Personnel Management

24. Prepare, review, and revise job descriptions for athletic department.
25. Recruit, select, train, and supervise all athletic department personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
26. Evaluate job performance of employees to ensure effectiveness.
27. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.
28. Supervise groundskeeper/custodian assigned to the athletic department.
29. Evaluate job performance of groundskeeper/custodian assigned to the athletic department.
30. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism) of the groundskeeper/custodian.

Community Relations

31. Articulate the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.
32. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
33. Use appropriate and effective techniques to encourage community and parent involvement.
34. Support athletic booster club activities.

Other

35. Has regular in person attendance and complies with notification procedures for absences.
36. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise and evaluate the performance of coaches and support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district and statewide travel; occasional prolonged and irregular hours.

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.