



Longview Independent School District

JOB DESCRIPTION ATHLETIC COORDINATOR

JOB TITLE:	Athletic Coordinator	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Extracurricular Activities	TERMS:	226 Days
DEPARTMENT:	Athletic	PAY GRADE:	Teacher Pay Scale

PRIMARY PURPOSE:

To assist with the overall program of extracurricular and intramural athletics for the district; ensure that each student has an opportunity to participate in an extracurricular athletic activity; ensure compliance with all state, UIL and local requirements

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from an accredited college or university required
Master's degree preferred
Administrator's certification preferred
Valid Texas commercial driver's license (Class B)

Special Knowledge and Skills:

Strong communications, public relation and interpersonal skills
Strong problem solving skills

Minimum Experience:

Five years successful teaching and coaching experience
Such alternatives to the above qualifications as the board may find appropriate

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist Director of Extracurricular Activities in providing athletic services to meet students' needs
2. Assist Director of Extracurricular Activities in athletic program evaluation on a regular, systematic basis in making the athletic program more effective



Longview Independent School District

JOB DESCRIPTION

ATHLETIC COORDINATOR

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Assist Director of Extracurricular Activities in planning the necessary time, resources and materials to support accomplishment of educational goals
4. Assist Director of Extracurricular Activities in maintaining an active program that promotes good sportsmanship and student development
5. Promote a positive, caring climate for learning
6. Assist Director of Extracurricular Activities in developing, presenting and evaluating staff development activities related to educational technology
7. Deal sensitively and fairly with persons from diverse cultural backgrounds
8. Employ effective interpersonal skills
9. Contribute to the recommendation of sound policies directed toward program improvement
10. Ensure that program renewal is continuous and responsive to student needs
11. Assist Director of Extracurricular Activities in preparing, reviewing and revising job description in the athletic department
12. Assist Director of Extracurricular Activities in developing training options and/or improvement plans to ensure the best operation in the area of athletics.
13. Assist Director of Extracurricular Activities in evaluating job performance of coaches and support staff to ensure effectiveness
14. Demonstrate awareness of district-community needs and recommends activities to meet those identifies needs to the Director of Extracurricular Activities
15. Assist Director of Extracurricular Activities in directing and managing the district's athletic program and facilities
16. Assist Director of Extracurricular Activities in the implementation of policies established by federal law, state law, State Board of Education rules, UIL rules and the local board policy in the area of athletics
17. Compile, maintain and file all reports, records and other documents required



Longview Independent School District

JOB DESCRIPTION

ATHLETIC COORDINATOR

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

18. Assist Director of Extracurricular Activities in establishing the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility
19. Demonstrate support for the district's student management policies and expected student behavior related to the athletic program
20. Assist Director of Extracurricular Activities in establishing and maintaining open lines of communication by conducting conferences with parents, students and teachers concerning vital issues
21. Demonstrate behavior that is professional, ethical and responsible and serves as a role model for all district staff
22. Articulate the district's mission and goals in the area of athletics to the community and solicits its support in realizing the mission
23. Coordinate district K-12 Health/Physical Education program
24. Comply with district policies, as well as state and federal laws and regulations
25. Adhere to the district's safety policies and procedures
26. Maintain confidentiality in the conduct of district business
27. Attend and complete required training program to maintain CDL safety certification
28. Drive bus to and from extracurricular activities
29. Observe all traffic laws and safety regulations for school buses
30. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
31. Demonstrate regular and prompt attendance
32. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:



Longview Independent School District

JOB DESCRIPTION

ATHLETIC COORDINATOR

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 lbs.

EVALUATION: Professional Evaluation

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: July, 2009