

## SAISD Expectations and Job Description For High School Coordinators

### **Mission Statement:**

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

### **Qualifying Criteria:**

1. Male Coordinator – The male coordinator position must be filled by the Head Football Coach and be an employee assigned to the campus.
2. Female Coordinator – The female coordinator position must be filled by a coach assigned to the campus.

### **High School Coordinators are required to:**

1. Serve as a role model to their athletes, coaching staff, faculty, and community by exemplifying leadership, moral character, commitment, good sportsmanship, dedication, and insisting that their coaching staff serve as role models as well.
2. Maintain a professional demeanor in all areas modeling to athletes the same behavior that they require of them in practice, competition, and throughout the school day.
3. Maintain an open line of communication with the school administration, Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
4. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes.
5. Work together with parents, school staff, and athletes to avoid academic failure by ensuring that all Head Coaches develop and implement an academic plan.
6. Disseminate Athletic Department information received at monthly coordinators' meetings to all appropriate coaching staffs ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
7. Cooperate with the Athletic Department and school in regards to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
8. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
9. Coordinate with the entire coaching staff home visits to the incoming 9<sup>th</sup> graders who live in the high school attendance zone.
10. Ensure that all coaches: perform the responsibilities of their coaching assignment; dress appropriately according to dress code; and attend in-services or clinics necessary for growth of their athletic programs.
11. Uses 5 Measures Report Card data to provide support, guidance, and direction to coaches regarding the athletic program.
12. Ensure that all coaches understand and follow rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the San Antonio Independent School District administration.
13. Promote all sports in the athletic program, foster school spirit and pride, and participate in athletic related school functions.
14. Ensure that all coaches follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.

15. Coordinate and supervise the storage and maintenance of the athletic equipment on their campus and facilitate the usage of campus facilities.
16. Assist, evaluate, and supervise all coaches as directed by the campus Principal and the Athletic Department in an effort to maintain successful athletic programs on their campus.
17. Stay current in RCP, CPR, AED, First Aid and Safety Training and make certain that all personnel on their staff are certified by keeping copies of their certifications on file.
18. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
19. Ensure that all coaches maintain up-to-date records for the athletic programs, to include: squad lists, insurance forms, squad size forms, end-of-season win-loss records, physicals, parent approvals, and eligibility lists.
20. Develop and implement a schedule for visiting middle school coaches and programs feeding into his/her school for effective vertical alignment.
21. Assist in the selection process of new coaches as directed by the Principal and Athletic Department.
22. Assist in the study and implementation of upgrading the athletic facilities on the campus as directed by the Principal or Athletic Department.
23. Monitor the summer repairs and upgrades of athletic facilities on their campus.
24. Coordinate and monitor the campus Previous Athletic Participation forms and procedures to ensure eligibility and act as the liaison with the DEC and chairman.
25. Organize and implement CER staff development for new coaches on their campus.
26. Coordinate, disseminate, and monitor varsity player passes for all sports.
27. Coordinate the supervision of sub-varsity games year round as determined by the campus administrator.
28. Assume responsibility for coordinating track meet assignment (s) as determined by the Athletic Department.
29. Oversee and evaluate ALL athletic personnel assigned to their campus.
30. Assign supervision for open gym/weight room during the off-season and summer.
31. Perform other duties related to the athletic program, as stipulated by SAISD
32. Obtain a CDL Certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.**

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Teacher/Coach Signature

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Date