

# SAISD Expectations & Job Description For Middle 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.

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

1. 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.
2. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes. They must work together with parents, school staff, and athletes to avoid academic failure and discipline problems.
3. Disseminate Athletic Department information received at monthly coordinators meetings to all appropriate coaching staff ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
4. 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.
5. Follow the due process procedures established by the San Antonio Independent School District in conjunction with the policies of the Athletic Department.
6. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
7. Perform the responsibilities of their coaching assignment, and attend in-services or clinics necessary for growth of their athletic programs.
8. Understand and follows rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the school district administration.
9. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
10. Prepare and send all paperwork necessary for the middle school athlete to compete at the high school to their feeder high school athletic coordinator.
11. Serve as a role model to their athletes, coaching staff, faculty, and community by exemplifying leadership, moral character, commitment, dedication, good sportsmanship and insisting that their coaching staff serve as role models as well.
12. 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.
13. Establish written criteria for lettering requirements and training rules for team members that require signatures from both athletes and parents to document that they have been notified.
14. Coordinate and supervise the storage and maintenance of the athletic equipment on their campus and facilitate the usage of campus facilities in conjunction with their counterpart coordinator.
15. Assist, evaluate, and supervise all new and present staff personnel as directed by the campus Principal and Athletic Department in an effort to maintain successful athletic programs on their campus.
16. Stay current in RCP, CPR, AED and First Aid and make certain that all personnel on their staff are certified by keeping copies of their certification on file.
17. Review and document student athlete eligibility throughout the school year to help keep academic excellence both on and off the court in the forefront.
18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Dress according to "Dress Code for Coaches and Athletic Trainers"
20. Attend scheduled athletic coordinator's meetings as assigned by the Athletic Office.
21. Organize and implement regular school staff meetings with all coaches on campus.

22. Maintain an inventory of all equipment of coaches leaving district, school etc. and collect keys as directed by the principal.
23. Any coach hired after August 1, 2011 will be required to 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

# SAISD Expectations & Job Descriptions For Middle School General Assistant Coaches

## **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.

## **Middle School General Assistants are required to:**

1. Serve as a role model to athletes, coaches, and faculty that exemplify leadership, moral character, commitment, good sportsmanship and dedication by modeling to athletes the same behaviors and dress that are required of them in practice and competition.
2. Assist head coach in planning and organizing the middle school athletic program, implementing the same system as the high school program and scouting for high school as assigned by the high school coordinator.
3. Develop and foster a positive relationship with the head coach, Principal, Athletic Department, other department heads, and the community in order to solicit support for the high school athletic program.
4. Support and be loyal to the head coach in dealings with the team, media, campus administrators, or any situation that requires the assistant coach's input or cooperation.
5. Demonstrate concern and involvement in all sports regardless of individual assignment.
6. Visit high schools when needed and take the opportunity to use high school facilities when offered.
7. Invite the high school staff to middle school banquets, games, and/or special events and include them in any social gatherings sponsored by the middle school.
8. Maintain equipment through the supervision of the equipment storage, identification, issuance procedures, and ordering policies as delegated by the head coach.
9. Be knowledgeable of good scouting techniques, film breakdowns, and be of assistance to the head coach in the planning, organizing, and implementing of practices and game situations, both offensively and defensively.
10. Promote good weight training techniques and be able to run strength and conditioning programs as assigned by the head coach or athletic coordinator.
11. Maintain up-to-date records for the athletic programs (squad lists, insurance forms, squad size forms, end of season win-loss records, physicals, parent approvals, and eligibility lists) as directed by the head coach.
12. Supervise athletes at athletic events, practices, and games as assigned by the head coach.
13. Assist in recruiting athletes, maintaining their eligibility, and maximizing their performance through positive reinforcement, care and concern.
14. Maintain and coordinate the use of the campus facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in-season and off-season time periods as assigned by the head coach.
15. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
16. Place appropriate emphasis on the role of competitive athletics in the total development of the athlete and communicate to team members the responsibility for their decisions and their behavior both on and off the playing field.
17. Attend scheduled coaches' meetings as assigned by the Athletic Office, athletic coordinator and head coach.
18. Abide by all University Interscholastic League, San Antonio Independent School District rules and regulations, and Athletic Department policies.
19. Must be current in RCP, CPR, AED and First Aid before coaching any athlete.
20. Perform other duties related to the athletic program, as stipulated by SAISD.
21. Dress according to "Dress Code for Coaches and Athletic Trainers."

- 22. Develop a good work ethic among athletes by practicing five days a week at a time appropriate in length.
- 23. Any coach hired after August 1, 2011 will be required to 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

## SAISD Expectations and Job Descriptions For High School Head Basketball Coaches

### **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.

### **High School Head Basketball Coaches are required to:**

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition.
2. Utilize effective coaching techniques, teach correct fundamental skills, demonstrate knowledge and expertise in their assigned sport and maintain a high level of competitiveness.
3. Have a systematic method of recruiting and maintaining student athletes in all athletic programs.
4. Educate parents and student athletes on the philosophy, expectations, and policies of their assigned sport and insist that they maintain respect for game officials, opponents, administrators and fans.
5. Visit middle schools and assist where needed for improvement for all facets of all boys and girls programs and provide them the opportunity to use high school facilities.
6. Attend middle school banquets, games and/or special events and include middle school staffs in social gatherings sponsored by the high school.
7. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibility lists) and submit required documentation to the Athletic Department.
9. Provide proper supervision for all team members during practice, game, and athletic events.
10. Hold regular staff meetings to ensure that their staff is current, understands, and abides by the rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, Board of Education, Athletic Department, National Federation Associations and the San Antonio Independent School District administration.
11. Follow district policy when purchasing equipment, keep accurate records of purchases, and follow district procedures related to student activity accounts as specified in the Athletic Handbook.
12. Adhere to the Athletic Department procedures in addressing student athlete injuries.
13. Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.
14. Maximize each individual's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
15. Work to build a strong sense of self-esteem in athletes by exhibiting confidence in each player and the team as a whole by using positive reinforcement to motivate athletes to reach their full potential.
16. Encourage athletes to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities ensuring the development of a well-rounded athlete.
17. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.
18. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
19. Utilizes 5 Measures data to evaluate and improve their athletic program.

20. Be current in RCP CPR, AED, First Aid and Safety Training before coaching any athlete.
21. Games and practices should reflect good planning and organization.
22. Involve middle school coaches and assistant coaches in planning and organizing athletic programs where it affects the high school sports and middle school program.
23. Teach and demonstrate good sportsmanship.
24. Maintain equipment (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
25. Dress professionally for all facets of your job including workouts and competitions.
26. Dress according to "Dress Code for Coaches and Athletic Trainers."
27. Perform any other duties as assigned by the Principal and Athletic Office.
28. Prepare and send recommendation letters to colleges or universities regarding their athletes.
29. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
30. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
31. Attend all assigned in-service programs.
32. Follow district procedures related to student activity accounts.
33. Maintain expenditures for your sport within the athletic department assigned budget.
34. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.
35. Act as liaison to their middle school feeder programs between the high school and middle school coaching staffs, and principals.
  - a. Make weekly visitations to the middle school campuses within the (cluster) feeder pattern to provide support and feedback regarding the athletic program. Exceptions to maintaining weekly contact should be approved by the High School Coordinator. These weekly visits will not be required during basketball season.
  - b. Use and provide feedback via the weekly observation reports at each of the (cluster) feeder school programs with a copy sent to the Middle School Principal, the High School Head Coach of the appropriate sport and both the H.S. and M.S. Coordinators.
  - c. Promote vertical alignment of athletic programs and document the status of the Five Skill Expectations on the weekly observation form.
  - d. Develop a schedule for fulfilling the duties and responsibilities to be approved by the Athletic Coordinator and collaborate with him/her regarding the middle school program on a weekly basis.
  - e. Monitor athletic participation by conferencing with M.S. Head Coaches during weeks two, five and nine of their season and documenting the status on the weekly observation report. Refer to participation benchmarks for each sport.
36. 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.
37. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
38. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
39. Report directly to the campus Athletic Coordinator.
40. Videotape varsity games during the football/volleyball season and spring football games if applicable.
41. Supervise sub-varsity games year-round as determined by Athletic Coordinator.

42. Assume responsibility for track meet assignment(s) as determined by Athletic Department and/or the Athletic Coordinator.
43. Supervise open gym/weight room during the off-season. The opening of the gym/weight room must be coordinated with the appropriate Athletic Coordinator.
44. The responsibilities are year round responsibilities; however, the weekly visitations and weeks two, five and nine conferences will be suspended during the basketball season. The coach will report to work each year at a time designated by the Athletic Department.
45. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.

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Teacher/Coach Signature

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Date