

## Job Description – Teacher/Coach

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**Primary Function:** Under the direction of the campus Principal and Director of Athletics, provides students with appropriate learning activities and experiences designed to help them fulfill their potential for their intellectual, emotional, physical and social growth. Enables students to develop competencies and skills to function successfully in society. Provides instruction and coaches students to develop the skill and ability to excel in the sport assigned. Responsible for contributing to the educational program as a whole and to the growth of each student involved in athletics.

### Teaching Responsibilities/Duties:

#### Instructional Strategies

- Develops and implements lesson plans that fulfill the requirements of the District's curriculum program and shows written evidence of preparation as required
- Prepares lessons that reflect accommodation for differences in student learning styles
- Presents the subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations
- Plans and uses appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and needs of students assigned
- Conducts assessment of student learning styles and uses results to plan instructional activities
- Cooperates with other members of the staff in planning and implementing instructional goals, objectives, and methods in accordance with District requirements
- Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s)
- Uses technology to strengthen the teaching/learning process

#### Student Growth and Development

- Assists students in analyzing and improving methods and habits of study
- Assesses the accomplishments of students on a regular basis through formal and informal testing and provides progress reports as required
- Assumes responsibility for extracurricular activities as assigned. Sponsors outside activities approved by the campus principal
- Presents for students a positive role model and supports the mission of the school district

#### Classroom Management and Organization

- Creates a classroom environment that is conducive to learning and appropriate for the physical, emotional and social development of the students
- Manages student behavior in accordance with Student Code of Conduct and student handbook
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Assists in the selection of books, equipment and other instructional materials

#### Communication

- Establishes and maintains open lines of communication with students, parents, principals and teachers

- Maintains a professional relationship with all colleagues, students, parents and community members
- Uses effective communication skills to present information accurately and clearly

### **Professional Growth and Development**

- Participates in staff development program activities to improve job related skills

### **Policy Implementation**

- Keeps informed of and complies with state, district, and school regulations and policies for classroom teachers
- Assumes responsibility for compiling, maintaining, and filing all reports, records and other documents required
- Attends and participates in faculty meetings and serves on staff committees as required

### **Supervisory Responsibilities**

- Supervises assigned teacher aide(s) and student teachers

### **Coaching Responsibilities/Duties:**

#### **Program Management**

- Establishes performance criteria for competition and evaluates students' athletic abilities initially and on a regular basis
- Employs a variety of instructional techniques and media consistent with the needs and capabilities of the student athletic group and sport involved
- Manages and supervises athletic activities, contests, and practice sessions that promote individual growth in athletic skills, teamwork, and good sportsmanship
- Takes all necessary precautions to protect student athletes, equipment, materials, and facilities
- Keeps informed of and ensures compliance with all UIL rules
- Monitors and enforces student eligibility criteria for extracurricular participation
- Works with the Director and Assistant Director of Athletics in scheduling competitions and coordinating arrangements
- Cooperates with other members of the school staff in planning and implementing instructional goals and objectives for the overall educational development of student athletes
- Assists in the selection of equipment and instructional materials
- Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents required
- Complies with policies established by federal and state laws, State Board of Education rules, and the local board in area of athletics

#### **School Climate**

- Presents for students a positive role model that supports the mission of the school district
- Maintains a positive and effective relationship with supervisors
- Complies with all district and local campus routines and regulations
- Effectively communicates with colleagues, students, and parents

#### **School Improvement**

- Assesses and responds to needs related to job responsibilities
- Develops and coordinates a continuing evaluation of the coaching program and implements changes based on the findings

## **Student Management**

- Travels with student athletes and supervises the team during athletic competitions in assigned sports
- Instructs and advises students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices
- Maintains proper and appropriate discipline among students during athletic contests, practice sessions, and while on trips off school property in accordance with the Student Code of Conduct and the student handbook
- Encourages, by example, and through instruction, sportsmanlike conduct in all phases of athletic participation
- Establishes and maintains open lines of communication by conducting conferences with student athletes, parents, principals, and teachers

## **Professional Growth and Development**

- Takes the initiative to develop needed professional skills appropriate to job assignment

## **School/Community Relations**

- Articulates the district's mission and goals in the area of athletics to the community and solicits its support in realizing the mission
- Demonstrates awareness of district-community needs and initiates activities to meet those identified needs
- Demonstrates the use of appropriate and effective techniques for community and parent involvement

## **Supervisory Responsibilities**

- Supervises assigned assistant coaches and student athletic assistants

## **Other**

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

## **Knowledge and Abilities:**

Knowledge of:

- Subjects assigned
- General knowledge of curriculum and instruction
- General knowledge of coaching techniques and procedures
- University Interscholastic League (UIL) rules
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Instruct students and manage their behavior

- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and time lines
- Work independently with little direction
- Meet schedules and time lines

**Education/Licenses/Experience:** Bachelor's degree from accredited university. Valid Texas teaching certificate with required endorsements for subject/level assigned. Demonstrated competency in the core academic subject area assigned. Successful completion of TEA bus driver training program, and Class B commercial driver's license obtained by March 1 of the first year of employment with the District, and maintained thereafter. Current CPR certification. At least one semester of student teaching or one year of approved internship and two years of experience as coach or participant in the sport assigned.

**Working Conditions:**

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 187 work days. See current hiring pay grade on the Teacher Compensation Plan and Stipend.

**Revised:** 1.12.24

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The foregoing statements describe the general function 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.

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Employee Signature

Date