

# Lancaster ISD Job Descriptions

## Human Resources Department

### Assistant Director of Athletics/Head Football Coach

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**Job Title:** Assistant Director of Athletics/Head Football Coach

**Exemption Status/Test:** Exempt

**Reports to:** Chief of Athletics and Public Relations

**Dept./School:** Athletics

**Pay Grade:** Administrative Professional 7

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#### **Primary Purpose:**

Assist with directing and managing the district's athletic program and facilities and instruct and coach students to develop skills and abilities to excel in athletics. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state, University Interscholastic League (UIL), and local requirements. Serve as the Head Football Coach for Lancaster High School.

#### **Qualifications:**

##### **Education/Certification:**

- Bachelor's degree
- Valid Texas teaching certificate
- Current first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certificate (This is preferred, but must be obtained within 90 days of hire.)
- Master's Degree (A master's degree is preferred in Athletics Administration or similar/related field, but not required.)

##### **Special Knowledge/Skills:**

- Knowledge of overall operations of an athletic program
- Knowledge of coaching techniques and procedures
- Knowledge of federal, state, and UIL policies governing athletics
- Ability to instruct and supervise student athletes
- *Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical (include if bus driving duties are required)*
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Excellent public relations, organizational, communication, and interpersonal skills
- Ability to speak effectively before groups of students, parents, and staff

##### **Experience:**

- 7 or more years of related experience

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**Major Responsibilities and Duties:**

**Program Planning and Instruction**

1. Establish performance criteria for competition and manage athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship. Model performance criteria and perform physical movements required for successful student performance of sport.
2. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals.
3. Establish and maintain physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
4. Use a variety of instructional and coaching techniques to meet the needs and improve the abilities of student athletes in the sport of football.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Monitor and conduct walk-throughs of all athletics facilities monthly.
7. Handle all accidents and injuries in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.
8. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletics.
9. 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.

**Athletic Events**

10. Assist with managing district athletic operations including directing ticket sales, employing game officials, and ensuring preparation of facilities.
11. Assist with preparing and approving all interscholastic game schedules.
12. Assist with arranging transportation, lodging, and meals for out-of-town athletic events.

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**Student Management**

13. 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 Student handbook, and the Athletics Code of Conduct.
14. Accompany and supervise student athletes during football games both at-home and on out-of-town trips.
15. Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations with regard to academic requirements for scholarships and recruiting practices.

**Communication**

16. Establish and maintain open lines of communication on vital issues with parents, students, and teachers.
17. Communicate with all stakeholders in a professional manner.

**Administration, Budget and Inventory**

18. Implement the policies established by federal law, state law, State Board of Education rule, UIL rules, and local board policy in area of athletics.
19. Follow district safety protocols and emergency procedures.
20. Compile, maintain, and file all reports, records, and other documents required.
21. Assist with developing and administering budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
22. Assist with overseeing the process of cleaning, repairing, and storing of all athletic equipment including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment.
23. Assist with coordinating the use of all athletic facilities by non-school groups.
24. Assist with planning, organizing, and overseeing all activities including practices, special events, and tournaments.
25. Recommend policies and procedures related to the athletic program.

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**Personnel Management**

26. Assist with recruiting, selecting, training, supervising, and evaluating all athletic department personnel and make recommendations relative to assignment, transfer, retention, discipline, and dismissal.
27. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.
28. Provide and supervise professional development.

**Community Relations**

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

**Other Duties**

32. Represent the district as needed at local, district and state meetings.
33. Create materials to publicize athletics and sporting events, both printed and electronic formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.
34. Maintain professional relationship with media sources for providing information regarding schedules, postponements or cancellation, sporting event statistics, record, and other relevant information.
35. Responsible for reporting all media coverages and invitations to the Athletic Department.
36. Responsible for all middle school scheduling.
37. Use a variety of instructional and coaching techniques to meet the needs and improve the abilities of student athletes in the sport of football.
38. Coordinate Fitnessgram scheduling with the district's Lead PE Teacher and other staff.
39. Perform other duties as assigned.

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**Supervisory Responsibilities:**

Assist with supervising, evaluating, and recommending the hiring of coaches and support staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Athletic equipment, standard office equipment including computer and peripherals and other instructional equipment; automated external defibrillator (AED); frequent driving *may operate school bus*

**Posture:** Sitting; prolonged standing; occasional kneeling, squatting, bending, stooping

**Motion:** Frequent walking; repetitive hand motions, frequent keyboarding and use of mouse; frequent physical movements associated with sport; *moderate grasping/squeezing, wrist flexion/extension and reaching*

**Lifting:** Frequently light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

**Environment:** Frequent districtwide and statewide travel

**Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_