

Pflugerville Independent School District - Job Description

Job Title/Position:	Coach	Department/School:	Assigned Campus
Pay Information:	Coaching Stipend	Supervised By:	Campus Principal and Athletic Director
FLSA:	Exempt	Date Revised:	February 2024

Primary Purpose:

Provide instruction to student athletes; developing and enhancing athletic skills to successfully compete in athletic competitions.

Qualifications (Experience/Education/Certification):

Bachelor's degree and valid Texas teaching certificate. Knowledge of assigned sport (coaching or participant experience preferred). **PfISD expectation is for coaches new to the district to have or obtain a Commercial Driver's License.**

Major Responsibilities:

1. Use a variety of instructional techniques to meet the needs and improve the abilities of student athletes in the sport assigned.
2. Manage and supervise athletic activities, contests, and practice sessions.
3. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.
4. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
5. Keep informed of and ensure compliance with all UIL rules and local policies.
6. Monitor and enforce student eligibility criteria for extracurricular participation.
7. Work with the Athletic Director and high school athletic coordinators to support the program at all levels by fulfilling additional responsibilities as needed.
8. Accompany and supervise student athletes during athletic competitions in assigned sports at local and on out-of-town trips.
9. Advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
10. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
11. Drive bus for students to and from athletic events. Maintain CDL and follow transportation procedures expected of the District transportation services.
12. Encourage sportsmanlike conduct in all phases of athletic participation.
13. Promote individual growth in athletic skills, teamwork, and good sportsmanship.
14. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
15. Assist in selection of equipment and instructional materials.
16. Support in compiling, maintaining, and filing all physical and computerized reports, records, and other documents required.

Special Knowledge/Skills:

- General knowledge of coaching techniques and procedures.
- Knowledge of University Interscholastic League (UIL) rules and local athletic policies and procedures.
- Ability to instruct and supervise student athletes.
- Excellent organizational, communication, and interpersonal skills.

Supervisory Responsibilities:

Supervise assigned assistant coaches and student athletic trainers/managers.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress. Frequent district wide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat; must be able to pull/push/lift and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____