

**Job Title:** Head Tennis Coach / Classroom Teacher  
(Teaching assignment to be determined) **Exemption Status/Test:** Exempt/Professional

**Reports to:** Principal **Date Posted:** March 24, 2019

**Dept./School:** Secondary

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### Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth.  
Enable students to develop competencies and skills to function successfully in society.

### Qualifications:

#### Education/Certification:

Bachelor's degree from accredited university  
Valid Texas teaching certificate with required endorsements or training for subject and level assigned  
Demonstrated competency in the core academic subject area assigned  
Physical Education Teachers: Current automated external defibrillator (AED) certificate

#### Special Knowledge/Skills:

Knowledge of core academic subject assigned  
Knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

#### Experience:

One year student teaching or approved internship

### Major Responsibilities and Duties:

#### Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Conduct assessment of student learning styles and use results to plan instructional activities.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

### **Student Growth and Development**

7. Conduct ongoing assessment of student achievement through formal and informal testing.
8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
9. Be a positive role model for students; support mission of school district.

### **Classroom Management and Organization**

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selecting books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

### **Communication**

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

### **Professional Growth and Development**

16. Participate in staff development activities to improve job-related skills.
17. Comply with state, district, and school regulations and policies for classroom teachers.
18. Attend and participate in faculty meetings and serve on staff committees as required.

### **Supervisory Responsibilities:**

Direct the work of assigned instructional aide(s).

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

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; P.E. teachers: automated external defibrillator (AED)

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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**Job Title:** Coach **Wage/Hour Status:** Exempt/Professional  
**Reports to:** Principal and Athletic Director **Date Revised:**  
**Dept./School:** Assigned Athletic Campus

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## Primary Purpose:

Provide instruction and coach students to develop skills and ability to excel in assigned sport(s).  
Contribute to education program as a whole and to growth of students involved in athletics.

## Qualifications:

### Education/Certification:

Bachelor's degree  
Valid Texas teaching certificate  
Current automated external defibrillator (AED) certificate  
Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

### Special Knowledge/Skills:

Knowledge of coaching techniques and procedures  
Knowledge of University Interscholastic League (UIL) rules  
Ability to instruct and supervise student athletes  
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical  
Excellent organizational, communication, and interpersonal skills

### Experience:

Experience as coach or participant in sport assigned

## Major Responsibilities and Duties:

### Instruction

1. Use a variety of instructional techniques and media 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 to promote individual growth in athletic skills, teamwork, and good sportsmanship.
3. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.



## **Program Management**

4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis. Model performance criteria and physical movements required for successful student performance of sport.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Work with athletic director to schedule competitions and plan season activities including practices, special events, and tournaments.
7. Coordinate with transportation department for travel arrangements to out-of-town events. Drive bus to transport student to out-of-district competitions.
8. Ensure compliance with all UIL rules.
9. Monitor and enforce student eligibility criteria for extracurricular participation.
10. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

## **Student Management**

11. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
12. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
13. 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.
14. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

## **Communication**

15. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

## **Administration**

16. Assist in selection of equipment and instructional materials.
17. Compile, maintain, and file all reports, records, and other documents required.
18. Initiate and approve purchase orders and bids in accordance with budgetary limitations and district policies.
19. Oversee process of cleaning, repairing, and storing all campus athletic equipment and maintain a current inventory of all equipment and fixed assets within program.

### **Supervisory Responsibilities:**

Assign and oversee completion of the work of assistant coaches and student athletic assistants.

### **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); operate school bus

**Posture:** Prolonged standing; kneeling, squatting, bending, and stooping; frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching

**Motion:** Frequent walking and physical movements associated with sport(s) assigned

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

**Environment:** Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and irregular hours; moderate exposure to vehicle fumes and work around moving vehicles

**Mental Demands:** Maintain emotional control under stress

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