

# Job Title

**Athletic Director / Head Football Coach**

# Reports To

Superintendent or Principal

# Employment Type

Full-time, 12-month contract

# Position Summary

The Athletic Director / Head Football Coach is responsible for the leadership, coordination, and administration of the school's athletic programs while serving as the Head Football Coach. This dual-role position ensures the athletic department operates with integrity, inclusiveness, and competitiveness, while promoting academic achievement, sportsmanship, and character development among student-athletes.

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# Essential Duties and Responsibilities

## Athletic Director Responsibilities

- Provide leadership and oversight for all athletic programs and activities.
- Develop, implement, and evaluate athletic department policies and procedures.
- Ensure compliance with district, state (UIL or equivalent), and conference regulations.
- Prepare and manage the athletic department budget; oversee purchasing and inventory.
- Coordinate scheduling of athletic events, transportation, officials, and facilities.
- Hire, evaluate, mentor, and supervise athletic coaches and support staff.
- Maintain facilities and ensure safe playing conditions and proper equipment use.
- Serve as the primary liaison between athletics, administration, faculty, parents, and the community.
- Promote sportsmanship, ethical conduct, and equity across all athletic programs.
- Oversee eligibility, academic monitoring, and risk management protocols.

## Head Football Coach Responsibilities

- Plan, organize, and direct all aspects of the football program.
  - Develop and implement instructional practice plans and game strategies.
  - Teach fundamental skills, teamwork, discipline, and leadership.
  - Supervise assistant coaches and support staff within the football program.
  - Evaluate player performance and promote athletic and academic growth.
  - Ensure athlete safety through proper conditioning, training, and injury prevention.
  - Model professionalism, integrity, and positive leadership on and off the field.
  - Foster strong relationships with students, parents, and the local community.
  - Represent the football program at meetings, clinics, and community events.
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## **Qualifications**

### **Required**

- Bachelor's degree (Master's preferred depending on district requirements).
- Valid state teaching and coaching certification.
- Demonstrated experience in athletic administration and/or football coaching.
- Strong leadership, organizational, and communication skills.
- Knowledge of athletic rules, regulations, and best practices.
- Ability to manage multiple programs, deadlines, and responsibilities.

### **Preferred**

- Prior experience as an Athletic Director or Head Football Coach.
  - Experience in budgeting, supervision, and program development.
  - Commitment to student-athlete development both academically and athletically.
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## **Physical and Work Requirements**

- Ability to work extended hours, evenings, weekends, and holidays.
  - Capacity to perform duties outdoors in varying weather conditions.
  - Physical ability to demonstrate athletic skills and supervise practices.
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## **Evaluation**

Performance will be evaluated annually by the Superintendent or Principal based on district leadership standards, athletic program effectiveness, and student-athlete outcomes.

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## **Equal Opportunity Statement**

The district is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.