

SAISD Expectations & Job Description For Middle School Coordinators

Mission Statement:

. The mission of the SAISD Athletic Department, a partner in academics and athletics is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

Middle School Coordinators are required to:

1. Maintain an open line of communication with the school administration, Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
2. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes. They must work together with parents, school staff, and athletes to avoid academic failure and discipline problems.
3. Disseminate Athletic Department information received at monthly coordinators meetings to all appropriate coaching staff ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
4. Cooperate with the Athletic Department and school in regards to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
5. Follow the due process procedures established by the San Antonio Independent School District in conjunction with the policies of the Athletic Department.
6. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
7. Perform the responsibilities of their coaching assignment, and attend in-services or clinics necessary for growth of their athletic programs.
8. Understand and follows rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the school district administration.
9. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
10. Prepare and send all paperwork necessary for the middle school athlete to compete at the high school to their feeder high school athletic coordinator.
11. Serve as a role model to their athletes, coaching staff, faculty, and community by exemplifying leadership, moral character, commitment, dedication, good sportsmanship and insisting that their coaching staff serve as role models as well.
12. Maintain a professional demeanor in all areas modeling to athletes the same behavior that they require of them in practice, competition, and throughout the school day.
13. Establish written criteria for lettering requirements and training rules for team members that require signatures from both athletes and parents to document that they have been notified.
14. Coordinate and supervise the storage and maintenance of the athletic equipment on their campus and facilitate the usage of campus facilities in conjunction with their counterpart coordinator.
15. Assist, evaluate, and supervise all new and present staff personnel as directed by the campus Principal and Athletic Department in an effort to maintain successful athletic programs on their campus.
16. Stay current in RCP, CPR, AED and First Aid and make certain that all personnel on their staff are certified by keeping copies of their certification on file.
17. Review and document student athlete eligibility throughout the school year to help keep academic excellence both on and off the court in the forefront.
18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Dress according to "Dress Code for Coaches and Athletic Trainers"
20. Attend scheduled athletic coordinator's meetings as assigned by the Athletic Office.
21. Organize and implement regular school staff meetings with all coaches on campus.

22. Maintain an inventory of all equipment of coaches leaving district, school etc. and collect keys as directed by the principal.
23. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.

I have read the above requirements and I understand that I am expected to fulfill them and I understand If I do not fulfill them I will be subject to penalty.

Teacher/Coach Signature

Date