



HURST-EULESS-BEDFORD

Job Description

Teacher/Coach

Job Title: Teacher/Coach

Wage/Hour Status: Exempt

Reports to: Campus Principal/Athletic Coordinator

Pay Grade: Teacher Salary and Coaching Stipend

Dept./School: Campus

Days: 187 days with additional coaching responsibilities

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. Coach students participating in the various athletic programs offered at the secondary level.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements or required training for subject and level assigned
Highly qualified status in all subject areas assigned

Special Knowledge/Skills:

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

Experience:

Student teaching or approved internship Coaching experience
Alternatives to the above as the District deems appropriate

Credentials:

All dual contract coaches, excluding Junior High School Gymnastics coaches, must obtain and maintain a Commercial Driver's License (CDL) and abide by the Requirements and Restrictions of a School Bus Driver according to Board Policy DBA (LEGAL) and (LOCAL) and Board Policy DBB (LEGAL).

Major Responsibilities and Duties:

TEACHING

Instructional Strategies

1. Develops and implements plans for the curriculum program assigned and shows written evidence of preparation as required.
2. Prepares lessons that reflect accommodation for individual student differences.
3. Presents the subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations.

4. Plans and uses appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned.
5. Conducts assessment of student learning styles and uses results for instructional activities.
6. Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP).
7. Cooperates with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.
8. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s).
9. Uses technologies in the teaching/learning process.

Student Growth and Development

10. Assists students in analyzing and improving methods and habits of study.
11. Consistently assesses student achievement through formal and informal testing.\
12. Assumes responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
13. Presents a positive role model for students that supports the mission of the school district.

Classroom Management and Organization

14. Creates a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
15. Manages student behavior in the classroom and administers discipline according to board policies, administrative regulations, and IEP.
16. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Assists in the selection of books, equipment, and other instructional materials.

Communication

18. Maintains a professional relationship with all colleagues, students, parents and community members.
19. Uses acceptable communication skills to present information accurately and clearly.

Professional Growth and Development

20. Participates in the district staff development program.
21. Demonstrates interest and initiative in professional improvement.
22. Demonstrates behavior that is professional, ethical, and responsible.

Policy Implementation

23. Keeps informed of and complies with state, district, and school regulations and

- policies for classroom teachers.
24. Compiles, maintains, and files all reports, records, and other documents required.
 25. Attends and participates in faculty meetings and serve on staff committees as required.
 26. Utilize a systems approach to continuous improvement.
 27. Perform other duties as assigned.

COACHING

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. Promote educational development of student athletes.

Program Management

4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Keep informed of and ensure compliance with all UIL rules.
7. Monitor and enforce student eligibility criteria for extracurricular participation.
8. Work with athletic director to schedule competitions and coordinate arrangements.
9. Utilize District Professional Coach fall and spring evaluations for evaluation of coaching program and make changes based on findings.

Student Management

10. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
11. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
12. Transport student athletes to and from off-campus athletic events and practices by driving a District-provided school bus.
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 physical and computerized reports, records, and other documents required.
18. Maintain a current inventory of all fixed assets within program.
19. Oversee process of cleaning, repairing, and storing all campus athletic equipment.
20. Perform other duties in HEB ISD Athletic Department Manual for specific to coaching/sport assignment(s).
21. Utilize a systems approach to continuous improvement.
22. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Ability to instruct students; effective verbal and written communication skills; Ability to maintain emotional control under stress; frequent walking, bending, standing, reaching, kneeling, and driving a school bus.

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities, duties, and skills that may be required. The Hurst-Eules-Bedford Independent School District is an Equal Opportunity Employer and does not discriminate against an individual based on race, color, disability, religion, sex, national origin, age, and genetic information.