

**Job Title:** 7-12 History Teacher/Coach  
(Composite Social Studies Certificate preferred)

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Principal

**Dept./School:** High School

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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.

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 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]*  
*Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements (optional)*

#### 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  
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 (include if bus driving duties are required)*

#### Experience:

One year student teaching or approved internship  
One year experience as coach or participant in sport assigned

### 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. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.



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. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
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 school staff to plan, determine, and implement instructional goals, objectives, and methods according to district requirements. Work with athletic director to schedule competitions and plan season activities including practices, special events, and tournaments.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion. Coordinate with transportation department for travel arrangements to out-of-town events. (Drive bus to transport students to out-of-district competitions).

### **Student Growth and Development**

7. Conduct ongoing assessment of student achievement through formal and informal testing. Ensure compliance with all UIL rules. Monitor and enforce student eligibility criteria for extracurricular participation. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.
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. Encourage by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

### **Classroom Management and Organization**

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students. Accompany and supervise student students during athletic competitions in assigned sports at-home and on out-of-town trips.
11. Manage student behavior and enforce student discipline during athletic contest, practice sessions, and while on trips off school property 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. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarship and recruiting practices.
14. Compile, maintain, and file all reports, records, and other documents required.



**Communication**

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

**Professional Growth and Development**

16. Participate in staff development activities to improve job-related skills. Assist in selection of equipment and instructional materials.
17. Comply with state, district, and school regulations and policies for classroom teachers. Compile, maintain, and file all report, records, and other documents required.
18. Attend and participate in faculty meetings and serve on staff committees as required.
19. Oversee process of cleaning, repairing, and storing all campus athletic equipment, maintain a current inventory of all equipment, and fixed assets within program.

**Supervisory Responsibilities:**

Direct the work of assigned instructional aide(s). Assign and oversee completion of the work of assistant coaches and student athletic assistants.

**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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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

