

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

SUPPLEMENTED POSITION

Position Title: High School Coordinator
Reports to: Head Football Coach and Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools. (Should a qualified current employee not be available for this position, a person not currently holding a teaching position may be considered provided: 1) fingerprints are cleared; 2) part-time athletic coaching certificate issued, and 3) recommended by principal for supplemented position only.) Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Ability to read and interpret documents. Ability to write routine reports and correspondence.

Administrative/Supervisory Requirements:

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

Frequent walking, standing, bending or twisting of the trunk. Frequent stooping, kneeling, reaching above the head, repeating the same motion. Good depth perception required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

The noise level in the work environment is noisy. Duties are performed outdoors or in gymnasium.

Job Goal:

To produce a competitive program. To provide opportunities for athletes to compete and improve while learning self discipline and sportsmanship.

Essential Duties and Responsibilities:

1. Performs coaching duties as assigned by the head coach.
2. Coordinates and supervises assistant coaches.
3. Assists in promoting cooperation with other teachers, staff members, and the community.

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4. Monitors students' academic progress and assists as needed.
5. Analyzes films/reports of opposing teams.
6. Prepares strategies for specific game situations.
7. Plans and coordinates practice sessions.
8. Assists in monitoring students' academic progress.
9. Assists in the maintenance and security of facilities.
10. Provides care and treatment for minor injuries.
11. Makes a reasonable effort to protect students from conditions harmful to physical health or safety.
12. Schedules transportation as needed.
13. Abides by all policies of the Okaloosa County School Board.
14. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Total school year. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.