



Longview Independent School District

JOB DESCRIPTION

FOOTBALL SCOUTING COORDINATOR

JOB TITLE:	Football Scouting Coordinator	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Football Head Coach/ Athletic Director	TERMS:	During Football Season
DEPARTMENT:	Athletic	PAY GRADE:	As Determined

PRIMARY PURPOSE:

Organize, coordinate, and promote a comprehensive scouting program that is designed to meet the needs and interest of the district's football program

QUALIFICATIONS:

Minimum Education/Certification:

Pass LISD background check
CPR certification
UIL safety training
UIL concussion training
Adhere to all UIL rules as defined in the C&CR
Complete and sign UIL Professional Acknowledgement Form (Sec 120-j) p. 165
Complete the National Federation of State High School Associations Fundamentals of Coaching Course: (Section 1202-1)
<http://www.nfhslearn.com/CourseDetail.aspx?courseID=1000>

Experience:

Hold teacher and mid-management certification
Served as a teacher/coach for a minimum of five years

MAJOR RESPONSIBILITIES AND DUTIES:

1. Contact all opponents and secure football schedules for upcoming season
2. Create grid with all opponent's schedules
3. Establish scouting teams based on members' abilities and experience



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Create scouting assignments and determine when and where opponents will be scouted
5. Create opponent's booklets with information about each team that will be scouted
6. Meet with all staff and review scouting assignments, responsibilities and expectations
7. Complete and submit all scouting travel requests to the athletic office
8. Weekly contact with opponents to confirm scouting assignment
9. Weekly contact with opponent's stadium manager to confirm press box availability for scouts
10. Weekly confirmation with scouting teams regarding site, game time, location and means of travel
11. Prepare media guide with opponent's information that will aid in scouting
12. Weekly preparation of scouting report for varsity football staff
13. Prepare play-off scouting schedule accordingly
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise scouting teams



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; frequent district-wide travel; frequent state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 pounds

EVALUATION: Performance Development Appraisal System (PDAS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2016