



# Longview Independent School District

## JOB DESCRIPTION

# STRENGTH AND CONDITIONING COORDINATOR

<b>JOB TITLE:</b>	Strength & Conditioning Coach	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal/Director of Athletics	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Longview High School	<b>PAY GRADE:</b>	Teacher Pay Schedule

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### PRIMARY PURPOSE:

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self esteem; to provide students an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasure of sports and physical conditioning, and the principles of teamwork

### QUALIFICATIONS:

#### Education/Certification:

Bachelor's degree from an accredited college or university  
Valid Texas teaching certificate with required endorsements for subject and level assigned

#### Special Knowledge/Skills:

- General knowledge of coaching techniques and procedures
- Knowledge of University Interscholastic League (UIL) rules
- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications and interpersonal skills
- Strong problem solving skills

#### Minimum Experience:

Three years experience as a classroom teacher  
At least two years experience in a strength coach, preferred  
Preference will be given for experience as a strength/conditioning coach and/or related coaching experience  
Such alternative to the above qualifications as the board may find appropriate and acceptable



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### MAJOR RESPONSIBILITIES AND DUTIES:

1. Serve as a cooperative and loyal member of the coaching staff and provide leadership to every part of both the boys' and girls' athletic programs as well as to the total school program
2. Encourage athletes to participate in the total program and help him/her to develop pride and excel in sport or sports of his/her choice
3. Responsible for the behavior of athletes and coaches during strength/conditioning training, athletic practice and game situations; assure that no physical and/or verbal abuse is used by coaches or athletes under his/her supervision
4. Responsible for planning consistent and continuous efforts in maintaining good working relationships with parents, booster, athletes, coaching staff, trainers, teachers, and staff
5. Responsible for representing the school and school district in a professional manner by attending faculty/coaches meetings, staff development workshops, parent conferences, community-school functions, and dressing appropriately for area of work
6. Assume responsibility for training coaches involved in all athletic programs in proper strength and conditioning techniques
7. Advise student-athletes in proper nutrition and a healthy life-style
8. Promote the district's anti-drug policies, including the prohibition against the use of steroids, with student-athletes
9. Responsible for attending all in-service programs required by the school district; punctual for and attentive in in-service training meetings
10. Assume full responsibility for the strength training program as charged by the Director of Athletics, and consult with the Director of Athletics in developing and directing the program in the high school and feeder schools
11. Consult with the Principal and Director of Athletics in the organization of the strength program; plan meetings and conferences to coordinate the strength/conditioning activities of all athletic programs
12. Responsible for the implementing and scheduling of a daily conditioning plan for all in-season and off-season programs



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

13. Responsible for developing well-conditioned teams that can compete favorably with teams scheduled
14. Assist the Director of Athletics in preparing and maintaining athletic policies and procedures in regard to the strength program
15. Responsible for administering policies in relation to athletic award in the area of strength/conditioning and power lifting; submit list of names of athletes recommended for athletic awards to the Principal and Director of Athletics
16. Support and comply with board policy, administrative regulations and directives
17. Cooperate with Director of Athletics in preparation of an annual budget for athletics
  - a) Submit a statement of needs along with a complete inventory to insure the essentials for program operation during the subsequent year
  - b) Assist the Director of Athletics in ordering supplies according to approved procedures
  - c) Keep accurate and up-to-date record of expenditures and budget balances
  - d) Prepare and keep current inventory of all equipment, fixtures, and properties of program
  - e) Submit athletic reports on time
18. Assume responsibility for the school's participation in University Interscholastic League
  - f) Keep abreast of all University Interscholastic League Rules and Regulations and see to it that the school complies with these procedures
  - g) Assist the Director of Athletics in making schedules of contests
  - h) Responsible for knowledge of all UIL rules and regulations and for turning in the eligibility list to the Director of Athletics before the beginning of the season
  - i) Attend all meetings necessary to properly implement league rules and regulations



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

19. Responsible for maintaining copies of current physical examination information and parent permission records, insurance records, and other similar paperwork which must be available in case of a medical emergency
20. Work closely with the Director of Athletics in overseeing the safety conditions of the weight and conditioning equipment and rooms
21. Responsible for communication to the Director of Athletics and/or Head Coach of the conditioning progress, attendance, and conduct of athletes under his/her supervision
22. Assume responsibility for the well-being of all athletes under his/her supervision and cooperate with the athletic trainer and team doctor in treatment of athletic injuries
23. Responsible for the approval of athletes to be scheduled in the athletic periods and be responsible for recommending the transfer of students out of the athletic program
24. Encourage athletes to achieve academic success
25. Responsible for working with cheerleaders, pep squad, band, drill team, and teachers in their efforts to boost the school athletic program
26. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals
27. Observe professional ethical standards in accordance with generally accepted community standards and the State Board of Educator Certification's *Code of Ethics*
28. Assist the Director of Athletics in developing a public relations program designed to keep the community informed of the accomplishments of the strength/conditioning and power-lifting program; cooperate with community agencies and news media; plan consistent continuous efforts to maintain good home-school relations
29. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs
30. Use appropriate and effective techniques for community and parent involvement
31. Comply with district policies, as well as state and federal laws and regulations
32. Adhere to the district's safety policies and procedures



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

33. Maintain confidentiality in the conduct of district business
34. 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)
35. Demonstrate regular and prompt attendance
36. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise assigned assistant coaches and student athletic assistants

### 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 frequently to occasionally lift 25 to 50 pounds; outdoor exposure to sun and heat.



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### EVALUATION:

Teacher Evaluation and Support System (T-TESS)

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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: June, 2017**