

# POSITION AVAILABLE

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**JOB STATUS:** Open

**POSTING DATE:** 05/02/2019

**CLOSING DATE:** 05/16/2019

**POSTING NUMBER:** 00006141

**LOCATION:** ATHLETICS

**POSITION TITLE:** District Athletic Coordinator

**REPORTS  
TO/SUPERVISES:** Senior Director for Athletics

**QUALIFICATIONS:** Education/Certification:

- Required: Bachelor's Degree
- Required: Valid Texas teaching certificate
- Preferred: Master's Degree
- Preferred: Mid-management or other appropriate administrator certificate
- Preferred: Certified Masters Athletic Administrator (CMAA) or NIAAA Certified Athletic Administrator (CAA) or Registered Athletic Administrator's Certification (RAA)
- Preferred: Athletic Administration experience

**Special Knowledge/Skills Required:**

- Knowledge of University Interscholastic League rules and regulations
- Ability to manage budget, and personnel
- Strong communication, public relations, and interpersonal skills
- Knowledge of school district policies, regulations and guidelines concerning athletics

**Experience Required:**

- Five years successful teaching/coaching experience

**Technology Proficiency:** Level 2 Applied

- Applied use of computer operations
- Applied use of software productivity tools (i.e., Microsoft Office)
- Applied use of e-mail
- Applied use of printers
- Applied use of job-related financial and student management systems
- Applied use of multimedia tools
- Applied use of electronic file management
- Applied use of Technology Applications TEKS
- CCISD Acceptable Use Policy and Technology Ethics/Etiquette

**FUNCTION:**

Assists in administering the board policies and administrative regulations, guidelines and procedures governing the athletic programs in the district.

**MAJOR RESPONSIBILITIES & REQUIREMENTS:**

- Ensures that athletic procedures are supportive of the instructional goals and objectives of the District.
- Maintains an active program that promotes good sportsmanship and student development.
- Promotes a positive, caring climate for learning.
- Assists in the coordinating of maintenance work at athletic venues as well as satellite athletic sites.
- UIL – ensure each campus is compliant
- Help and meet with CCISD principal when they are the DEC. Review Previous Athletic Participation forms with the principal.
- Ensure compliance with District guidelines by the cheerleading and drill teams.
- Responsible for developing guidelines that adhere to Board Policy and monitor summer UIL camps.
- Assists the director in the sports assigned to this position.
- Employs effective interpersonal skills.
- Assists in planning and conducting of needs assessments related to the athletic program of the District.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Oversees the revision and distribution of the athletic program handbook.
- Maintains the confidentiality of privileged information.
- Assists in projecting staff needs, building and facility needs, capital outlay needs, and other costs items for district and individual school improvement.
- Responsible for setting up all playoff games and neutral site playoff games for all sports.
- Assists in directing the business affairs of the athletic program including the scheduling of games, tournaments, and contests, the operation of stadiums, and the preparation and administration of the athletic budget status of the instructional programs and budgetary needs for development and implementation of support programs for all campuses.
- Assists in the preparation and administration of appropriate athletic budget to include capital outlay and capital improvements/construction.
- Supervises game accountant in each sport under his/her assignment. Oversees reconciliation of game receipts.
- Supervises the purchasing of all athletic equipment.
- Orders foil and trophy awards and letter jackets for the high schools and middle schools.
- Directs and supervises various University Interscholastic League (UIL) district and regional events.
- Assist's the DEC- District Executive Chair School in writing and organizing the plans for each sport and present them at the DEC meeting. Help set the district schedules for each sport.
- Attend all DEC meetings in town and out of town.
- Responsible for allocating funds and ensuring transportation is provided for athletic teams for games and practices.
- Assists in support of the district's student management system and expected behavior related to operational aspects of the district such as transportation to district facilities.
- Serves/acts as administrator at neutral site games and 3rd party rentals.
- Administrator at athletic events held on weekday evenings, weekends and holidays held throughout the school year and summer.
- Works closely with concession manager regarding games played at CCISD facilities.
- Organizes all arrangements for neutral site games in various sports throughout the year on campus and district facilities.
- Demonstrates behavior that is professional, ethical and responsible as defined in local board policy. Serves as a role model for all district staff.
- Provide technical assistance related to interpretation of TEA, UIL, and CCISD policies/guidelines and regulations relating to athletics.

- Oversee and approve expenditures of campus travel and equipment from athletic budget.
  - Communicates with staff, community, media, and Board of Trustees to provide a positive image in support of school district policies and administrative regulations.
  - Relates to staff, students, and parents in ways to convey quality and mutual respect.
  - Develops and distributes a program calendar. Coordinates scheduling to ensure the efficient use of district facilities. Publicizes athletic activities. Responds to request for information.
  - Assists in securing donations and sponsorships for athletic events.
  - Communicates and assists in providing publicity concerning athletic programs to news media and the community.
  - Organize and schedules community use of CCISD facilities.
  - Oversees the assignment of local leagues with regard to CCISD campus backstops.
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- Assists/arranges in-service training and instructional clinics for coaches in their respective sport.
  - Develops training options and/or improvement plans for athletes/coaches to ensure the best operation in the area of athletics.
  - Utilizes information and insights gained in professional development for self-improvement.
  - Seeks ways to improve leadership skills through self-initiated professional development and active involvement in professional associations.
  - Complies with the Texas Education Agency, Professional Code of Ethics and UIL Code of Ethics and Texas High School Coaches Association Code of Ethics.
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- Oversees the compliance of all athletic coaches in securing all requirements mandated by UIL (RCP, Concussion, Safety, CPR, First Aid, AED and Fundamentals of Coaching).
  - Is involved in the recommendation and hiring process of athletic personnel at each campus.
  - Works cooperatively with the Director for Athletics, principals, and the Office of Human Resources to identify personnel regarding teacher/coach needs, recruiting and staffing of personnel. Assist in the preparation and evaluation of all athletic coaches that encompasses 7 campuses, 22 sports with approximately 275 coaches.
  - Helps prepare, reviews, and revises job descriptions in the Office of Athletics.
  - Monitor middle school AC's and middle school programs as well assist in evaluating publications.
  - Performs all duties as assigned by his/her supervisor, the director for athletics.

**SUPERVISORY RESPONSIBILITIES:** High School and Middle School Coordinators and coaches.

**WORKING CONDITIONS:**

- Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate district functions and maintain emotional control under stress.
- Frequent district and statewide travel; occasional prolonged and irregular hours. Lifting of equipment for tournaments and contests. Frequent standing, walking and climbing bleachers.

The above statements are intended to describe the general process and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

**OTHER INFORMATION:**

Interested applicants must complete the following:

- Online **Professional** Application (link at bottom of page), uploading a current resume, copies of transcripts and certifications, and letter of interest addressed to Ms. Donna Adams, Director of Certified Personnel.
- You must provide 3 references, including their e-mail addresses and telephone

numbers so that they may be contacted electronically or by phone. Our online application system will email "links" to the references listed in your application, and they will complete the reference form online.

One of the 3 references must be from your current principal. The other two references may be an assistant principal, athletic director, department head, co-worker or anyone else who can provide insight into your job performance. If you have no experience in a school district, then a reference from your current supervisor is required.

All online reference forms must be completed by the job closing date (mailing address below).

Submit Letter of Interest, resume, and documents to:

Office of Certified Personnel,  
Attention: Ms. Donna Adams, Director of Certified Personnel  
PO Box 110,  
Corpus Christi, Texas 78403-0110

or fax to 361-886-9057

or contact:  
Maria G. Villarreal - (361) 695-7261  
Professional Applicant Specialist  
[mgvillarreal@ccisd.us](mailto:mgvillarreal@ccisd.us)  
CCISD Human Resources  
801 Leopard  
Corpus Christi, Texas

**APPLY TO:**

Select the **Professional** Application in our online application system (link below). All applications and requirements must be submitted by 4:30 pm local time on the closing date.

**SALARY:**

Salary range is \$336.22 to \$483.84 daily (individual daily rate calculation is based on applicable experience).

See the [CCISD Salary Schedule handbook](#) for information regarding initial salary placement.

**DAYS:**

226

FROM - TO -

**GRADE / STEP:**

ADMN/207

**START DATE:**

July 8, 2019