



Offensive Coordinator

IMMEDIATE SUPERVISOR: Athletic Director

Job Status: High School Football Season

Qualifications:

- Excellent communication and organizational skills.
- Demonstrated skills in applying computer technology efficiently and effectively.
- Satisfactory work record & updated criminal/child abuse clearances.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary:

Offensive Coordinator (OC) is responsible for the preparation and play of the Quarterbacks, Running Backs, Receivers and Offensive Line. OC supervises and directs the assistant coaches in charge of each unit under the overall supervision and direction of the Head Coach. OC is responsible for offensive play calling during games and works with assistants and HC to determine playing time for the athletes.

Essential Duties and Responsibilities:

1. Demonstrate expertise in the sport(s) to which he/she is assigned.
 - Provide pre-season and in-season assistance on the field. Coaching for practices and games as assigned by the head coach.
 - Participate in coordinating, strategy, and planning meetings of the coaching staff.
 - Assist in the management of facilities and equipment.
 - Assist in game statistical and film analysis.
 - Assist in team travel arrangements.
 - Participate in player evaluation.
 - Assist in scouting and evaluation of opponents through on-site attendance and film analysis.
2. Active involvement in the recruitment of student athletes.
 - Assist in contacting prospective student athletes through phone calls
 - Participate in direct communication with prospective student athletes through telephone calls and written correspondence.
3. Assist in the administrative duties associated with the coaching of that sport(s).

- Assist in the administrative "paper work" associated with football
- Assist in facilities and equipment management.
- Assist in the inventory and maintenance of equipment, uniforms, etc.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills:

Assists with managing difficult or emotional coaching, student, and parent situations judiciously; Responds to coaching, student, and parent requests for service and assistance; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively. Works well with others.

Leadership Skills:

Assists with developing workable implementation plans; Makes self-accessible to AD and staff; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problems in a timely manner.

Organizational Skills:

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Reports information correctly and on time; Supports district's goals and values.

Personal Competencies:

Exhibits sound and accurate judgment; Treats people with respect; Works ethically and with integrity; Respects confidentiality; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Demonstrates accuracy and thoroughness; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands:

The physical demands described here are representative of those that must be met by the Athletic Director to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Evaluation:

The person filling this position will be evaluated by the AD according to the administrative evaluation procedure adopted by EEACS.