



Special Teams 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:

Responsible for overseeing and managing all aspects of a football team's special teams unit.

Essential Duties and Responsibilities:

- **Kicking:** The coordinator works with the team's kickers to develop their technique and accuracy in field goals, extra points, and kickoffs. They analyze the opposing team's kick return unit to develop strategies for pinning them deep or preventing long returns.
- **Punting:** The coordinator works with the team's punters to improve their punting distance, hang time, and placement. They strategize on when to punt, whether to aim for distance or placement, and how to effectively cover the return.
- **Return Units:** The coordinator is responsible for developing and implementing strategies for kick and punt returns. This involves identifying and coaching returners to make effective decisions on when to field the ball, where to run, and how to break tackles. They also work with the blocking teams to create lanes and opportunities for successful returns.
- **coverage and Blocking Teams:** The coordinator oversees the coverage and blocking teams for both kickoffs and punts. They work on techniques and assignments to ensure proper coverage and prevent big returns. They also focus on blocking techniques to create openings for returners and protect the kicker and punter.

- **Special Teams Game Plan:** The coordinator develops game plans specific to the special teams unit for each opponent. They analyze the strengths and weaknesses of the opposing team's special teams and adjust their strategies accordingly. This includes identifying potential weaknesses in coverage or return units that can be exploited.
- **In-Game Adjustments:** During games, the coordinator makes real-time adjustments based on the performance of the special teams unit and the flow of the game. They communicate with the head coach and other coordinators to coordinate strategies and make necessary changes to maximize performance.
- **7. Player Evaluation and Selection:** The coordinator evaluates the skills and abilities of the players on the team and selects the most suitable individuals for various special teams roles. This includes identifying players with speed, agility, tackling ability, and blocking skills.
- **Player Development:** The coordinator works with individual players to improve their skills and technique in their respective special teams roles. They provide feedback, conduct film study sessions, and create personalized training programs to enhance performance. Overall, a special teams coordinator plays a critical role in the success of a football team by managing and optimizing the performance of the special teams unit. They focus on developing strategies, evaluating players, coaching techniques, and making in-game adjustments to ensure the team has a competitive advantage in the special teams phase of the game.

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.