

Socorro Independent School District

Department of Athletics

High School Principals and Athletic Coordinators

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Principal: June Mathews
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Socorro High School: (915) 937-2000

Principal: Miguel Serrano
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High School Athletic Coordinators Duties

Recommendation: It is recommended that the Athletic Coordinator at each high school campus be in charge of the overall athletic program of the high school and all schools in its feeder pattern. The Athletic Coordinators will be responsible for their coaching responsibilities plus the coordination of all boy and girl athletic programs on each high school and feeder pattern schools.

Rationale: The development of a first class athletic program will depend largely on the successful implementation of initiatives throughout the entire program from elementary to high school. Developing such a program will entail the building of a strong foundation with consistent and fair philosophies. The Athletic Coordinator will provide a valuable link in the process of ensuring vertical alignment in each of the feeder patterns.

Primary Purpose: Under the direct supervision of the Athletic Director, Assistant Athletic Directors, and the campus High School Principal, the Athletic Coordinator will advise, coordinate, supervise, and support a staff of high school head, assistant, and middle school coaches. The Athletic coordinator will work to provide each student the opportunity to participate and excel in extracurricular athletic activities and ensure compliance with the state, University Interscholastic League (UIL), and local district requirements.

Performance Responsibilities:

- 1. Serves as a role model to athletes, coaching, staff, faculty, and community by displaying leadership, strong moral character, commitment, good sportsmanship, and dedication.**
- 2. Has knowledge of Texas Education Agency, University Interscholastic League, National Federation Associations, and Socorro Independent School District regulations and policies and with the assistance of the Athletic Director and Principal implements them consistently and interprets them for staff as needed.**
- 3. Serves as a resource to principals, coaches, and their programs concerning UIL and athletic issues.**
- 4. Ensures that each coach on their campus is aware of all UIL rules, regulations, changes, implications, and interpretations.**
- 5. Collects and submits to Athletic Department a UIL Professional Acknowledgment Form from all coaches.**

- 6. Completes and turns in to the UIL and SISD Athletic Office a UIL Athletic Sports Participation Figures Form for compliance with Office of Civil Rights.**
- 7. Collects and files all UIL Previous Athletic Participation Forms (PAPF) and is responsible for sending them to DEC Chairperson.**
- 8. Disseminates Department of Athletics Office information to all appropriate coaching staff members and makes sure that it is turned in as needed.**
- 9. Maintains an open line of communication with the SISD administration, Athletic Office, coaching staff, community and athletes in reference to expectations of appropriate conduct and performance in both their high school and middle school programs.**
- 10. Understands and maintains the proper chain of command line of communication and refers all requests or grievances through the proper channels: coach-athlete, coordinator-principal-assistant athletic director-athletic director- assistant superintendent of support services.**
- 11. Ensures that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes.**
- 12. Collaborates with parents, school administration, and athletes to promote student success and eliminate the student failure rate and discipline problems.**
- 13. Designs staff meetings as needed to assure staff awareness of the total athletic program and knowledge of required rules and procedures.**
- 14. Ensures and documents the establishment of athletic and team philosophies to be consistent throughout the athletic program.**
- 15. Supervises as needed to ensure that appropriate skill and proper techniques are taught in all sports offered at their school.**
- 16. Demands that all precautions are taken to provide a safe and injury free environment for all athletes.**
- 17. Works in conjunction with SISD Operations Department to coordinate athletic field maintenance and supervision.**
- 18. Understands and maintains equal sensitivity to individual sports, individual coaches, cultural groups and genders to maintain high moral and professional cooperation among the staff.**
- 19. Promotes professional growth of staff by encouraging attendance at clinics, camps, seminars, and other professional development opportunities.**
- 20. Assists and supervises all coaches and athletic trainers as directed by the campus Principal and Athletic Director in order to maintain successful and safe athletic programs on their campus.**
- 21. Provides input and serves as a resource in the employment of coaches for their high school coaching staff and feeder school coaching staffs.**
- 22. Assists in evaluating all head coaches of each sport and campus athletic trainers on carrying out their assigned duties.**

- 23. Ensures that all personnel on their staff are certified in COPE, Safety Training, CPR, First Aid, and AED training and keeps certification records on file.**
- 24. Ensures that all athletic pre-participation documentation to fulfill state and UIL requirements for all sports are on file before the athlete works out or competes.**
- 25. Ensures that all paperwork is completed and all scores are submitted to the Athletic Office within prescribed time lines.**
- 26. Assists and monitors coaches as needed in completing bus requisitions for their athletic program.**
- 27. Reviews student eligibility in all sports throughout the school year to ensure academic success.**
- 28. Is responsible for the overall athletic program in their cluster pattern to include all middle schools and all coaches and athletic trainers.**
- 29. Develops a collaborative and vertically aligned program for campuses within their middle school feeder program.**
- 30. Develops and implements a schedule for visiting middle school coaches and their programs leading to effective vertical communication.**
- 31. Makes the Principal aware of all school's athletic programs and their activities throughout the school year.**
- 32. Assists in any requirements or obtains personnel as needed for contests, tournaments, meets, and special events.**
- 33. Facilitates the fair usage of campus facilities and equipment by all staff, athletic programs, and community.**
- 34. Assists in the preparation and administration of their athletic annual budget.**
- 35. Monitors the Head Coaches of each sport in the accountability of equipment and arranges for issuing, storing, and reconditioning of equipment within the policies and procedures of the district.**
- 36. Assists in effective communication for the study and implementation of upgrading athletic facilities on the campus as directed by the Athletic Office or Principal.**
- 37. Develops positive public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics and keeps the community informed as to the success and accomplishments of all athletic teams.**
- 38. Promotes all sports in the athletic program, fosters school spirit and pride, participates in athletic related school functions, and assists in the supervision of all athletic activities.**
- 39. Supports coaches in the organization of pre-season meetings for all sports.**
- 40. Assures that the Game Manager is prepared for all competitions and duties on campus.**
- 41. Serves as a liaison between their school and the athletic booster club.**
- 42. Attends all public, staff, district, and departmental meetings that require their attendance.**

43. Performs additional duties as needed and as assigned by the Athletic Director and/or Principal.