

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409)916-0107

Athletics Character Education and Leadership Specialist

Job Description

Reports to: Director of Athletics

Term: 193 Days

Status: Exempt

Primary Purpose:

Coordinate character education and leadership programs for students in Texas City ISD athletics.

Qualifications:

Education/Certification:

Bachelor's degree

Valid TEA Certification preferred

Special Knowledge/Skills:

Ability to interpret data Knowledge of athletics

Knowledge of character education and leadership models.

Ability to speak effectively before groups of parents, students, and staff Strong organizational, communication, and interpersonal skills

Experience:

2 years experience as a classroom teacher, athletic coach, or similar experiences preferred

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for TCISD students.

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Major Responsibilities and Duties:

Program Management

1. Partner with campus administration, athletic coordinators... etc.
2. Develop and implement procedures of a character education and leadership program for grades 3rd-6th athletics. Provide resources and materials to aid staff in accomplishing program goals and work with district coaching staff to develop and participate in programs that support students.
3. Assist classroom teachers in implementing as effective instructional program for At Risk Learners.
4. Helps teachers to implement state and district curriculum.
5. Actively participates in scheduled districtwide meetings regarding instruction and content.
6. Assists in the evaluation of ongoing practices and makes recommendations for changes.
7. Work with students, parents, and staff to ensure students' academic success and social emotional well-being.
8. Contribute to the development of program goals to support student behavior and failure rates.
9. Develop and coordinate a continuing evaluation and metrics of the character education and leadership program and implement changes based on the findings.

Budget and Inventory

1. Compile budget and cost estimates based on documented program needs and ensure that programs are cost-effective and that funds are managed wisely.

Policy, Reports, and Law

1. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district wide travel; may work prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____