

## SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Football Offensive Coordinator

**QUALIFICATIONS:**

- Required: Valid Florida Athletic Coaching or Educator's Certificate
- Recommended: Experience in Coaching High School Football

**REPORTS TO:** Head Football Coach and Athletic Director

**SUPERVISES:** Assistant Football Coaches

**JOB GOAL:** To help plan, organize, coordinate and supervise the varsity football program.

**PERFORMANCE RESPONSIBILITIES:**

- The offensive coordinator's first responsibility is the welfare and safety of all athletes under his supervision.
- The offensive coordinator shall help plan the football program in such a way as to produce a football team that will be competitive in their classification.
  - Assist the head coach in any assigned duties related to football in addition to coaching the varsity team.
  - Assume responsibility for checking all practice areas each day and remove hazardous objects from the practice area.
  - Help develop a positive public relations program in the school and community.
  - Make recommendations to the head coach for purchasing football equipment.
  - Provide supervision in the locker rooms before and after football practice.
  - Coordinate with the athletic trainers to provide appropriate sports medicine procedures for the treatment of athletic injuries.
  - Conduct yourself, at all times, in a manner that will set a good example for student athletes to follow on and off the field.
  - Supervise the breakdown and grading of varsity films.
  - Assist the head coach in setting up the game and practice plans for the coming week.
  - Assume responsibility with the head coach for eligibility of participants and insurance coverage of team members.
  - Assist head coach in inventory of equipment.
  - Assist head coach in awards presentation.
  - Be knowledgeable of the latest football rules, Florida High School Athletic Association rules and regulations and district policies regarding interscholastic sports.

Football has a two-part season. The normal progression begins with the spring training season and continues the subsequent year for the fall season. This supplement agreement is for duties to be performed in the fall/spring (circle one) season, for which the coach will receive the appropriate supplement based on the supplement salary schedule.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** Principal and Head Football Coach.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**