



## Classification Description

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**Job Title: Head Coach**

**Pay Grade: Non Administrator  
On Contract 113**

**Job Code: 3509**

**FLSA Status: Exempt**

### **Job Purpose**

The Head Coach is responsible for planning and administering all aspects of the sports program for which they are assigned and reports directly to the Director. They are responsible for maintaining the integrity of the program, the maintenance of an exemplary student-athlete concept, and the personal development of student-athletes both on and off the court/field, whose behavior reflects favorably upon the College community and the athletics program in particular. The Head Coach will follow all rules and regulations pertaining to the program and appropriate governing organizations. This is a non-administrator on annual contract position.

### **General Responsibilities**

#### **Essential Functions**

Develops knowledge of and abides by current NJCAA rules and regulations regarding recruiting, eligibility and sport-specific rules concerning practice and playing seasons.

Develops and manages a recruiting plan. Corresponds with high school coaches, contacts prospective student-athletes, evaluates talent and meets with prospective students. Maintains statistics on contacts and evaluations.

Maintains knowledge of current sport game rules and changes to those rules as they occur.

Teaches sports techniques, game rules, strategies and game tactics.

Plans, supervises, and conducts practices and conditions athletes appropriately to prepare athletes for competition.

Develops strategies to motivate maximum individual and team athletic performance.

Ensures the highest professional standards and behavior with regard to adherence to NJCAA rules and regulations and other governing organizations.

Counsels student athletes regarding rules and regulations related to financial aid and eligibility.

Monitors academic progress and eligibility status for student-athletes in class and study hall.

## HEAD COACH

Assists with fundraising and promotions to assist in supporting the program. Works with the team to develop community service projects.

Collaborates with the Director on budget development and ensures the program remains within the budgetary guidelines.

Works with appropriate College personnel to communicate the accomplishments and endeavors of the team, both individuals and as a whole.

Assists the Director and appropriate College personnel in the administration of the athletics insurance program.

Assists the Director in preparing eligibility documentation. Completes all required departmental, conference and NJCAA paperwork in a timely fashion as requested.

Submits transportation requests and required travel documentation to the Director as required. Reviews transportation and meal arrangements prior to season and request changes if necessary

Attends all games/events for assigned program. Travels with team to all away games/events. Drives team vehicle to away game/events as required.

Contributes to the maintenance of good working relationships with all athletics staff members and athletes and our community partners.

Assumes supervisory control over all phases of team participation. Applies discipline in a firm and consistent manner in accordance with College policies and procedures. Conducts oneself in an ethical manner during practices and contests and demands appropriate behavior from all team personnel.

Files a written report, within 24 hours, to the Director in regard to any infraction of institutional, departmental or governing body rules, which result in disciplinary action, i.e. ejection from games, unsportsmanlike behavior, etc.

Submits recommendations to Director regarding schedule, facilities, support staff, budget, transportation and equipment.

Subscribes and adheres to the NJCAA Coaches Code of Conduct.

Reviews equipment inventory and recommends new purchases. Prepares a list of equipment to be issued to student-athletes and tracks issuance and returns.

Supervises, hires, evaluates and leads assigned staff members.

Markets and directs sport camps and clinics, both on and off campus.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

## HEAD COACH

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education and two (2) years of coaching experience. Appropriate combination of education and experience may be substituted.

Demonstrated commitment to teamwork, leadership, decision making and supporting and participating in the overall athletic program, student activities and College events.

CPR and First Aid Certification or ability to obtain certification.

Possession of, or eligible to obtain, a valid Florida Driver's license and the ability to travel independently.

Must be willing to work in a physically demanding position and at times in unfavorable weather.

Ability to work irregular hours including some evenings and weekends.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.

## HEAD COACH

- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 2, 2014. Revised July 1, 2014, April 6, 2018, September 14, 2018. Reviewed: October 19, 2022. Revised: July 1, 2023.