



Classification Description

Job Title: Head Coach

Pay Grade: Non-Administrator
On Contract

Job Code: 3509

FLSA Status: Exempt

Job Purpose

Reporting to the Director of Intercollegiate Athletics, the Head Coach is responsible for planning and administering all aspects of the sports program to which they are assigned. The Head Coach promotes the personal development of student-athletes on and off the court or field, to ensure that their behavior reflects favorably upon the College community and the athletics program. This includes fostering excellence in competition, in the classroom, on campus, and in the community. The Head Coach will follow all rules and regulations pertaining to the program and appropriate governing organizations, including the NJCAA and FCSAA, as well as all FSW Board of Trustees Policies and College Operating Procedures. This is a non-administrator, 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, reviews transcripts for eligibility, and meets with prospective students as needed. 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.

HEAD COACH

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

Monitors academic progress and eligibility status for student-athletes.

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 operates within the budgetary guidelines.

Works with appropriate College personnel to communicate the accomplishments and endeavors of the team and individuals.

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 the season and requests changes, if necessary.

Attends all games/events for assigned program. Travels with team to all away games/events.

Drives team vehicle to away games/events, as required.

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

Communicates regularly and works effectively with all campus partners including, but not limited to, Residence Life and Community Standards, Human Resources, Financial Aid, Risk Management, Academic Advising, Student Life, Finance, and Auxiliary Services.

Assumes supervisory control over all phases of team participation. Applies discipline when needed in a firm and consistent manner and in accordance with College policies and procedures and the Student Code of Conduct.

Conducts oneself in a professional and ethical manner at all times, including during recruiting, team meetings, team travel, team practices, and athletic contests.

Clearly communicates behavioral expectations and requires appropriate behavior at all times from all student-athletes, assistant and volunteer coaches, and other team personnel.

Files a written report, within 24 hours, to the Director regarding any infraction of institutional, departmental, or governing body rules, that results in disciplinary action (e.g., ejection from games, unsportsmanlike behavior, etc.).

HEAD COACH

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

Subscribes to 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, in accordance with all FSW and Athletic Department policies and procedures.

Serves in a rotating capacity, as needed or assigned, as an Administrator on Duty and/or Game Day Administrator during athletic contests hosted by FSW to assist with safety, compliance, and the effective management of staff and facilities. Note: A Head Coach cannot serve in this capacity for competitions in which they are coaching.

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

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 perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years of college-level coaching experience. Head Coach experience preferred. An 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.

HEAD COACH

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.
- 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.
- 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, October 19, 2022(r), July 1, 2023, January 27, 2025, and April 14, 2026