

Range H73

**JTC NO. H51
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Part-Time Head Athletic Coach I

DATE PREPARED: Spring 2003

DATE REVISED: Fall 2012; Summer 2014; Spring 2017

GENERAL SUMMARY:

Under the supervision of the college Athletic Director or program administrator, performs coaching duties of a college athletic team that may or may not be affiliated with NJCAA. The part-time coach adheres to the ethical standards established by NJCAA for coaches, as well as carries out the philosophy of the Metro Athletic Conference that the athletic program is primarily an educational program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Reviews related forms, applications and eligibility; verifies accuracy, completeness and compliance with DCCCD policies, according to department/program guidelines and state/federal regulations.
- Coaches an intercollegiate athletic team/s. Recruits student-athletes, conducts daily practice sessions, coordinates the use of facilities and schedules contests in cooperation with the MetroAthletic Conference Administrative Assistant.
- Develops appropriate forms, handouts, and brochures to publicize program services through public and private information sources. Coordinates program within existing college service areas.
- Monitors the budget allocated to the teams, including taking responsibility for requisition of equipment, supplies, and uniforms.
- Serves as the primary contact with high school coaches and other community agencies related to sport(s) coached.
- Coordinates submission of weekly statistical reports to NJCAA national office and submits necessary NJCAA poll information to Region V Sports Representative.
- May coordinate travel arrangements, including hotel and transportation scheduling, in keeping with college/District procedures.
- May participate in periodic inventory of equipment, supplies and uniforms.
- May maintain a variety of related records/databases and provide information required for decision-making and reporting to state/federal agencies.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- May supervise, train and evaluate other part-time coaches, students, and volunteers.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Bachelor's degree with courses in direct relation to assigned area and 3 years of progressively responsible coaching experience in a teaching environment **or** two years of college (60 credit hours) and six years of progressively responsible coaching experience in a teaching environment **or** eight years of directly related coaching experience in a teaching environment.
- Must hold a valid Texas driver's license.
- Will be subject to a Motor Vehicle record check and may not have any DWI convictions in the last seven (7) years and no more than three (3) moving violations on current record.
- Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.
- Requires demonstrated organizational skills and oral and written communication skills to interact with individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

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