



Position Title:	Head Coach	
Reports To:	Director, Intercollegiate Athletics	
Department:	Intercollegiate Athletics	Job Code: 3840
Prepared By/Date:	Jennifer C. Brito/4-28-2009	Job Group: PEC
Approved By/Date:	Dr. Veronica Owles/05-02-2011	Salary Grade: 12
Revised:	Donna French/05-02-2011	FLSA Status: Exempt

Summary:

Directs, leads all coaching duties for one of MDC's intercollegiate sports programs operating under all College, Florida Community College Activities Association and National Junior College Athletic Association (NJCAA) operating rules and regulations.

Essential Duties and Responsibilities:

- Organizes, prepares, and conducts individual and team practices, training, and competition
- Recruits student-athletics in accordance with NJCAA rules and regulations through scouting, attending tournaments, and home visits
- Directs all aspects, areas, and components of the team
- Monitors students in the program for academic progress
- Ensures compliance with the awarding of scholarships to student-athletes
- Represents the sports program to various institutional programs and externally to media, government agencies, funding agencies, students, parents, and the community
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of all aspects of the sports program
- Knowledge of athletic recruitment, methods and techniques
- Knowledge of NJCAA regulations and guidelines governing recruitment and retention of student athletes
- Ability to maintain an effective sports program
- Strong interpersonal, communication skills with the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to lead and guide student-athletes
- Ability to read, understand, follow, and enforce safety procedures
- Ability to make administrative/procedural decisions and judgments
- Ability to work effectively in a multiethnic/multicultural environment with students, faculty and staff
- Ability to travel to team competitions

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of the job, the noise level in the work environment is usually moderate to loud. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some evening and weekend hours' required, overnight travel is required at times.

Requires extensive walking and moderate physical effort

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Sports Management, Physical Education, Health or related field and three (3) years of previous coaching experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name