

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Senior Head Athletic Coach

DATE PREPARED: Fall 2007

DATE REVISED: Fall 2009; Summer 2012; Spring 2015; Fall 2016; Spring 2017

GENERAL SUMMARY:

A lead position that provides technical and administrative support to the athletes and fellow coaches at the campus location. Under the direction of a Program Administrator, performs day-to-day coordination of one or more state/college programs including counseling, teaching, record-keeping, purchasing of equipment and uniforms, advisement/assessment/placement activities, summer camps, mentoring, recruiting, daily reporting and program development/implementation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Coordinates college activities to meet program objectives. Special objectives relate to student/athlete populations, which may include any of the following services for teams and/or individuals: counseling/advising, teaching/tutoring, placement, assessment, mediating, evaluating, interpreting, etc.
- Develops and coordinates athletic related community programs that will utilize campus use.
- Reviews related forms, applications and recommends eligibility; verifies accuracy, completeness and compliance with DCCCD policies, according to department/program guidelines and state/federal regulations.
- Coordinates and plans athletic related activities such as practice/game day assignments.
- Recruits prospective student/athletes from the college service area and beyond. Develops forms, handouts, and brochures used in program to publicize program services through public and private information sources. Responsible for coordinating production and distribution activities. Coordinates program with existing college services.
- Coordinates submission of weekly statistical reports to NJCAA National office.
- Coordinates travel arrangements including hotel and transportation scheduling.
- Participates in periodic inventory of equipment, supplies and uniforms.
- Assists in the development and monitoring of budget allocation to the team/s, including the requisition of equipment, supplies, and uniforms with inventory of same.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Assists in the development and monitoring of budget allocation to the team/s, including the requisition of equipment, supplies, and uniforms with inventory of same.
- Maintains a variety of related records/databases and provide information required for decision-making and reporting to state/federal agencies.
- Attends monthly staff meetings, quarterly Athletic Advisory Committee meetings; attends Metro Athletic Conference Athletic Directors meetings.
- Coordinates and initiated various fundraisers and sponsorships for Athletic Department.
- Develops/coordinates/teaches and implements workshops and seminars such as: sports skills classes, events to recognize special accomplishments, classroom/community presentations to inform and recruit student/athletes, and specific summer sport camps.
- May manage and supervise part-time staff, students and volunteers.
- May act as Team Leader during absences of the Program Administrator and in some instances will act as an assistant coach in other sports.
- 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.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Bachelor's degree or higher and five years of progressively responsible coaching experience in a teaching environment **or** two years of college and seven years of progressively responsible coaching experience in a teaching environment **or** nine years of directly related coaching experience in a teaching environment.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

- Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others.
- Requires demonstrated organizational skills and oral and written communication skills to interact with individuals from diverse backgrounds.
- Current and valid Texas driver's license. Some positions may require a current and valid commercial driver's license (CDL). Note: Individuals driving on behalf of DCCCD must be approved by the district and have at least six (6) years of driving experience to be eligible to drive a DCCCD owned, leased, borrowed or rented van. If driving a vehicle designed to carry 16 or more passengers, individual must have a CDL license and complete DCCCD's van training.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

9/2007; msv: rje
Revised: 04/2009 – adhoc - msv
rrg: 0909 rje revised
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 12/2016 – emm
FLSA: 01/2017 – emm
Revised: 04/2017 – emm
ADA/tmm 04.24.19

