

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: HEAD COACH OF INTERCOLLEGIATE ATHLETICS

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To administer their sport in a manner that is consistent with the policies and procedures of the college, the Florida Community College Activities Association, the National Junior College Athletic Association and the Mid-Florida Conference.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required, master's degree in a related field preferred.
2. Years of Experience in field: At least two years' assistant coaching experience or one year head coach experience required.
3. Special skill or abilities related to position: Communications skills, public speaking. Knowledge of the rules of the game and policies and procedures of NJCAA and FCCAA.

ESSENTIAL JOB FUNCTIONS:

1. To supervise student-athletes during practice, contests, and travel.
2. To adequately prepare student athletes for competition through the planning and conducting of well-organized practices and contests.
3. To provide the athletic director with information regarding the purchasing of equipment, scheduling, budget and other program needs.
4. To keep up-to-date statistics for his/her sport and to submit a copy to the athletic director at the conclusion of the sports season.
5. To call in results of contests to the news media and supply information to the athletic director that can be used for publicity purposes.
6. To assist in completing the eligibility process.

ESSENTIAL JOB FUNCTIONS (Continued):

7. To recruit student-athletes.
8. To complete and submit injury reports to the athletic trainer as soon as possible.
9. To develop the contest schedule for his/her respective sport.
10. To arrange for the issuing and return of equipment for his/her sport.
11. To complete and return the Athletic Administration Effectiveness Profile and the End of Season Coaches Report.
12. To notify the athletic director regarding preparation of the area(s) used for practices and contests.
13. To assist the athletic director in recommending personnel for his/her assistant coaches and to aid the athletic director in evaluating performance of his/her assistant coaches.
14. To attend coaches' meetings scheduled by the Mid-Florida Conference and the FCCAA.
15. Strictly adhere to limitations of operating budget.
16. Organization of support group (boosters).
17. Fundraising skills.
18. Assist with academic support of student athletes.

(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 marginal duties as required.)

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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, bending, throwing and balancing.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in an athletic environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Gymnasium, Ocala Campus

SUPERVISOR OF POSITION: Director Athletics and Wellness Education