

# CLASSIFICATION SPECIFICATION

## Athletic (Head) Coach

PT Class Code: 5997      Pay Grade: C17      FLSA: Non-Exempt      Rev. 08/29/19

**SUMMARY STATEMENT:** The incumbent is responsible for supporting student-athlete academic success, recruiting prospective student-athletes following the College's mission and student-athlete recruitment procedures, and planning and directing the applicable sports program/athletic team, which competes in both the fall and spring semesters.

### NATURE AND SCOPE:

Class incumbents typically report to the athletic director and have overall responsibility for the coaching of a College athletic team that competes in both the fall and spring semesters. The coach supports student-athlete academic success and development as an individual student-athlete and as a member of a team. The coach must recognize the academic needs of the student are primary and athletic achievement is secondary. The coach is responsible for serving as an ambassador for the College, supporting marketing and public relations efforts for the athletic program. The coach is required to participate in professional development and meetings that support the athletic program and strengthen student-athlete academic success. Typical interactions include students, family members, faculty, staff, administrators, and high school and college athletics staff.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Supports student-athlete academic success by ensuring students are meeting the College's academic progress expectations and providing and enforcing appropriate interventions when there are signs of deficiency.
2. Establishes a recruitment plan that fields a team for the entire academic year, securing in-state student-athletes in accordance with the mission of the College and vision for athletics.
3. Maintains positive relationships with Delaware high school coaches to recruit prospective student-athletes.
4. Designs and implements a long-term strategic vision and plan to direct the athletic team, assigning positions, preparing players for athletic competition, developing and implementing strategies to improve performance, and determining game strategy. Continuously evaluates and adjusts plan as changes occur and players develop.
5. Models and encourages leadership, sportsmanship, teamwork, and positive citizenship.
6. Verifies athlete eligibility prior to competition. Coordinates with the athletic director to ensure eligibility across multiple semesters.
7. Assesses scholarship eligibility and awards scholarships according to the athletic scholarship guidelines, coordinates letter of intent completion, and provides input to strengthen scholarship awarding process.
8. Serves as the primary lead to schedule games, events, and transportation of players to games.

9. Serves as the responsible party for student-athlete safety and conduct during all team athletic practices, games, events and activities and notifies the athletic director of any issues.

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### **PRINCIPAL ACCOUNTABILITIES, cont'd:**

10. Supports marketing and public relations efforts by providing game/athletic contest results and highlights in a timely manner, sharing student-athlete success stories, and promoting athletics in the community using forums such as social media.
11. Oversees the maintenance and inventory of sports equipment and supplies.
12. Participates in regular coaching meetings and professional development as designated by the athletic director.
13. Supervises assistant coaching staff as designated.
14. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of rules, strategies, and techniques of the applicable sport.
- ◇ Knowledge of methods of physical conditioning.
- ◇ Knowledge of any divisional regulations pertaining to the sport.
- ◇ Knowledge of College, rules and regulations governing sports schedules and activities within and outside of College.
- ◇ Knowledge of equipment, materials, and supplies required to provide facilities suitable for the applicable sport.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to plan, organize, and direct a sports program/athletic team.
- ◇ Ability to communicate effectively.

### **MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED.
- ◇ Four (4) years of relevant experience; or other equivalent combination of education and experience.