

**JOB TITLE:** Head Coach  
**DEPARTMENT:** Athletics  
**LOCATION:** Union Campus  
**REPORTS TO:** Athletic Director

**FLSA:**  
**LEVEL:**  
**DATE:** 10/6/22; 10/12/20; 05/08/12

**POSITION SUMMARY:** Responsible for recruiting, coaching and general management of intercollegiate sports team.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

- Associates degree required; Bachelor's Degree preferred
- Coaching experience preferred, at the college or high school level.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Organize and run team practice sessions.
- Schedule intercollegiate games and scrimmages.
- Develop and manage team budget in cooperation with Athletic Director.
- Arrange for team transportation and travel with assistance from the Athletic Coordinator, and with prior approval from with Athletic Director.
- Supervise and plan team fund raising activities with prior approval from with Athletic Director.
- Supervise student athletes' academic progress.
- Supervise assistant coaches.
- Uphold all college and NJCAA policies and procedures.
- Promote a positive image of East Central College to the community.
- Assist student athletes in the transfer process.
- Assist with field management, youth camps.
- Optional teaching duties in the physical education department.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, and standards in a safe and efficient manner, with minimal supervision.

**COMMUNICATION and LEADERSHIP SKILLS:** Comply and enforce policies, procedures, and instructions; ability to communicate diplomatically, clearly and effectively both verbally and in writing; ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members; ability to communicate effectively with a variety of people, including employees, students, parents, and the general public; well-developed public speaking and presentation skills; effective telephone skills.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; knowledge of college policies, procedures, and practices; ability to perform all essential functions using safe work methods and following safety regulations relating to job; understanding of and commitment to the community college philosophy and mission; knowledge of the Family Educational Rights and Privacy Act (FERPA); budget management skills. Knowledge of NJCAA policies and procedures; knowledge of department policies, procedures,

and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; a neat appearance and appropriate apparel are required.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, etc.; office machines such as telephones, fax machines, or copiers; ability to use lawn mowing equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a gym, office or classroom environment with minimal exposure to temperature changes, noise, dust or chemicals; responsibilities sometimes involve evening and weekend work.

**Physical:** Primary functions require sufficient physical ability and mobility within campus facilities and game locations; occasionally required to sit; regularly lift, carry, push, and/or pull up to 20 pounds; to verbally communicate to exchange information; and requires frequent travel to game locations.

**POSITIONS SUPERVISED:** Assistant Coach

**SIGNATURE:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*