

**JOB TITLE:** Assistant Coach

**DEPARTMENT:** Athletics

**LOCATION:** Union Campus

**REPORTS TO:** Head Coach/Athletic Director

**FLSA:**

**LEVEL:**

**DATE:** 7/10/18; 5/8/09

**POSITION SUMMARY:** Responsible for assisting the Head Coach for each intercollegiate sport with the extra duty responsibility to support the day-to-day operation and management of the 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.*

- Assist with the recruitment, screening and processing of potential athletes.
- Assist with coaching responsibility in practice and game situations.
- Monitor the academic progress of athletes.
- Assist with practice/contest scheduling, travel arrangements and overall time management for the team.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- 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) and/or HIPPA.
- Perform assigned responsibilities, duties, and tasks according to established board policies, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of NJCAA policies and procedures. Understanding of and commitment to the community college philosophy and mission. A neat appearance and appropriate apparel are required. Knowledge of the Family Educational Rights and Privacy Act (FERPA)

**LEADERSHIP and COMMUNICATION SKILLS:** 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.

**EQUIPMENT/SOFTWARE:** Operate standard office equipment such as computers, copiers, and telephones. Use lawn 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 indoors 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:** While performing the duties of this job, the employee is regularly required to stand and walk; use hands to handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit. Work will require mobility within campus facilities and game locations. The employee must regularly lift and /or move up to 20 pounds. The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

---

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.*