

## DESERT COMMUNITY COLLEGE DISTRICT

### ASSISTANT DIRECTOR, FOOTBALL OPERATIONS/HEAD COACH

#### **BASIC FUNCTION**

Under the general direction of the Athletic Director, the **Assistant Director, Football Operations/Head Coach** will be responsible to plan, develop, coordinate, administer, and evaluate services and programs relevant to the athletic success of involved in the football program.

#### **REPRESENTATIVE DUTIES**

*The following duties are representative of the essential functions of the position.*

1. Coach the student/athlete in the individual and team concept of support participation.
2. Oversee the direction of all scheduled practices during pre-season and season of football, coach team at games, and adhere to all regulations, rules, procedures and policies for athletic programs as established by the NCAA, the CCCAA, the Football Conference, and Desert Community College District.
3. Assist athletes in preparation for transfer to four-year colleges; schedule four-year college coaches to visit campus to recruit student athletes when appropriate; present a well-coached team and monitor student/athlete's scholastic progress in coordination with the counseling and athletic eligibility staff.
4. Oversee the strength and conditioning program for football student athletes through the year.
5. Impart concepts of coaching theory to student athletes, including foundation of coaching, football theory, and football offense.
6. Determine, with appropriate administrative assistance, student eligibility for football and determine program goals, objectives, and related activities, schedule necessary time for required department and staff meetings, and schedule office hours throughout the year to meet with students, staff, and the community.
7. Coordinate the identification and recruitment of eligible individuals and recruit actively in the high schools in the area and contiguous districts in accordance with applicable rules and regulations.
8. Recruit, which includes high school visitations, individual contacts with the athlete and his/her parents, home visits, follow-up correspondence and telephone contact, campus visitation by athletes, direct athletes to the appropriate campus sources for assistance with financial aid and part-time employment.
9. Stay abreast of current literature in field, attend coaching clinics and maintain appropriate memberships, and participate in meetings at the local state, and national coaches' associations, after obtaining prior written approval.
10. Supply information assistance in the preparation of the media guides, be available to media for interviews, be available for speaking engagements, and participate in fundraising efforts.
11. Perform other responsibilities include maintaining standards of professional conduct and ethics appropriate to the professional position.

#### **KNOWLEDGE AND ABILITIES**

- **Knowledge of:** Rules and regulations of the sport, policies and practices of the District, rules and regulations the conference in which the District participates; the California Community College Athletic Association and the standards of ethical conduct for intercollegiate athletic team programs; effective promotion of good sportsmanship, academic excellence, positive attitudes and character; the diverse backgrounds of community college students. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:

## Position Description

Assistant Director, Football Operations/Head Coach

- Completion of a college course in coaching theory and techniques; or
- Prior service as a student coach or assistant athletic coach in the sport or game being coached; or
- Prior coaching in community athletic programs in the sport to be coached; or
- Prior participation in organized competitive athletics at high school level or above in the sport to be coached.

**Ability to:** Carry out the duties and responsibilities of the position and to accomplish its objectives; work with and maintain positive relationships with students, colleagues, administrators, booster groups, foundations, and community organizations; organize, train, direct, and motivate students and staff to achieve high levels of athletic competition; successfully promote athletes who qualify under the National Collegiate Athletic Association standards for transfer scholarship opportunities; serve as a positive role model for student athletes and a commitment to holding all students and adults associated with the program to the same standards; demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community; lift moderately heavy equipment and materials; operate a computer and software, including Microsoft Office Suite, for communication, training, research and ordering; work in a safe and expedient manner, work independently, prioritize, schedule and complete work; maintain equipment; sit and stand for long periods of time; lift and/or move up to 40 pounds; occasionally noisy environment

### **EDUCATION AND EXPERIENCE**

Associates Degree and six (6) years of coaching experience at the college level or Bachelor's degree and two (2) years of professional experience in physical education, kinesiology, physiology of exercise, or adaptive physical education, or equivalency desired. Football coaching experience at the community college level is preferred.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

### **EMPLOYMENT STATUS**

Classified Administrator

### **CONDITIONS OF EMPLOYMENT**

**Environment:** Office environment. Constant Interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility.

Leadership Salary, Range VII

Approved 7/18/13

Revised 12/17/14

Revised and Board Approved 10/21/16