

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Coach

**DATE PREPARED:** Spring 2002

**DATE REVISED:** Fall 2009; Summer 2012; Spring 2014; Spring 2015; Fall 2016

**GENERAL SUMMARY:** Assists the Head Coach, of the particular athletic program assigned, with coaching duties which will include scouting, recruiting, player development, workouts, practices, games, study hall, and off-season program(s).

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assists with coaching duties which may include but not limited to, practices, games, scouting, recruiting, player development, conditioning, and the off-season program.
- Represents the college with external individuals and organizations within the college service area to advance the athletics program and community recreational offerings.
- Responsible for the maintenance of the athletic field, mowing, trimming, etc.
- Collect and maintain student-athlete data in order to provide accurate information for reports and/or information about the athletic programs.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

Work may involve moving and lifting of light to moderately heavy materials or equipment requiring physical strength and agility.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Associate's degree or higher and two years of experience teaching/coaching environment **or** high school graduate and four years of directly related experience in teaching, tutoring, or training environment. An understanding of NJCAA policies and philosophy. Knowledge of and experience of sports equipment maintenance. Understanding of non-athletic aid program. Ability to utilize computer technology to access data, maintain records, generate reports, and communicate with others. Oral and written communication skills to deal effectively with individuals from diverse backgrounds and varying levels of DCCCD staff. Strong knowledge and experience providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*