



Job Description

Job Title: Senior Head Athletic Coach

JTC: CV7

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

A lead position that provides technical and administrative support to the athletes and fellow coaches at the campus location.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledge of sports activities. Ability to provide guidance and direction for a sports program. Able to coordinate with coaches about the scheduling of games and practices.

Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Must determine the time allocated for a field, court, and weight room.

Demonstrate an ability to develop, coordinate, train and implement workshops and seminars such as: sports skills classes, events to recognize special accomplishments, classroom/community presentations to inform and recruit student/athletes, and specific summer sport camps.

Able to maintain a variety of related records/databases and provide information required for decision making and reporting to state/federal agencies. Must be able to file reports on the status of each team and its successes and shortcomings.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of experience. Some positions may require a current and valid commercial driver's license (CDL). Individuals driving on behalf of DCCCD must be approved by the district and have at least six (6) years of driving experience to be eligible to drive a DCCCD owned, leased, borrowed or rented van. If driving a vehicle designed to carry 16 or more passengers, individual must have a CDL license and complete DCCCD's van training. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates college activities to meet program objectives. Special objectives relate to student/athlete populations, which may include any of the following services for teams and/or individuals: counseling/advising, teaching/tutoring, placement, assessment, mediating, evaluating, interpreting, etc. Act as Team Leader during absences of the Program Administrator and in some instances will act as an assistant coach in other sports.

Develops and coordinates athletic related community programs that will utilize campus use. Reviews related forms, applications and recommends eligibility; verifies accuracy, completeness and compliance with DCCCD policies, according to department/program guidelines and state/federal regulations. Coordinates and plans athletic related activities such as practice/game day assignments. manage and supervise part-time staff, students and volunteers

Attends monthly staff meetings, quarterly Athletic Advisory Committee meetings; attends Metro Athletic Conference Athletic Directors meetings. Recruits prospective student/athletes from the college service area and beyond. Develops forms, handouts, and brochures used in program to publicize program services through public and private information sources. Responsible for coordinating production and distribution activities. Coordinates program with existing college services. Coordinates submission of weekly statistical reports to NJCAA National office. Coordinates travel arrangements including hotel and transportation scheduling.

Participates in periodic inventory of equipment, supplies and uniforms. Assists in the development and monitoring of budget allocation to the team/s, including the requisition of equipment, supplies, and uniforms with inventory of same. Assists in the development and monitoring of budget allocation to the team/s, including the requisition of equipment, supplies, and uniforms with inventory of same.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to



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perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.