



Approved by the Board of Trustees on November 9, 2021; August 9, 2022
FLSA: Exempt

DIRECTOR OF ATHLETIC OPERATIONS/FOOTBALL HEAD COACH

DEFINITION

Under the general direction of the Associate Vice President of Matriculation and Athletics, or designee, provides leadership in matters relating to the overall day-to-day operations of the Athletics Department including supervision of classified staff and faculty, oversight of campus and off campus related activities. This position will include a combination of day, evening and weekend assignments.

The position is responsible for ensuring that the athletic program is compliant with a variety of state and District regulations. The position is also required to perform recruitment and coaching duties to ensure that the District's athletic program is competitive, compliant and a premiere program.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Associate Vice President of Matriculation and Athletics; exercises direct supervision over academic, professional and administrative support staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the recruiting of assistant coaches and certificated staff; recommends the hire of hourly staff to the Associate Vice President of Matriculation and Athletics.
- Analyzes the performance of the coaching staff to assist the educational administrator conduct year end coaching evaluations and address performance issues.
- Apportions work amongst subordinate staff to ensure that the needs of the athletic program are being met.
- Evaluates the program and related policies to ensure compliance with state regulations, suggests improvements, and determines if long/short term goals have been accomplished.
- Monitors the athletic program's budget to project future funding, track expenditures, recommend adjustments, and assist in the development of the budget.
- Ensures that the District's recruiting practices of student athletes for the athletic program complies with state regulations.
- Enforces District, conference, and athletic regulations to ensure that student athletes are following regulations related to behavior, matriculation, conditioning, and physicality.
- Develops fundraising opportunities to supplement the athletic program budget and maintain operations.
- Files recruitment logs, maintains equipment inventory records, and records that support eligibility and transfer.

- Tracks records such as, but not limited to, recruitment files, eligibility records, emergency data cards, and any records that support eligibility, academic progress, matriculation, and transfer to ensure that such records are compliant.
- Submits transportation requests for all athletic program participating in off campus contests and events.
- Ensures that decorum requirement of the California Community College Athletic Association (CCCAA), related conferences, and the District are completed and understood by the student athletes and coaches of all the athletic program.
- Assist the Associate Vice President of Matriculation and Athletics with the development, direction, implementation and supervision of the athletic programs.
- Manage, supervise and evaluate faculty and staff in positions related to game management, and student workers.
- Participate in participatory governance and administrative committee meetings as assigned and maintain positive community relations. Represent the college at various community meetings.
- Coordinate, schedule and arrange activities needed for game management, including scheduling referees, completing conference documentation, arranging transportation and scheduling facilities.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Performs in game management of all football contests to ensure compliance with CCCAA/South California Football Association (SCFA) regulations related to sideline requirements, student athlete injuries, and manage personnel effectively to win football games.
- Assesses the skills of football players to assign roles on the team and determine needs for improvement.
- Develops the regular practice schedule to organize practice times.
- Models sportsmanship to maintain appropriate conduct towards opposing players, coaches, officials, and spectators.
- Establishes standards of proper student behaviors to ensure accountability from all participants in the football program.
- Responds to difficult and sensitive public inquiries and complaints; assists with resolutions and provides alternative recommendation.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

California Community College Athletic Association (CCCAA) Constitution and bylaws

Title IX

District policies and procedures

Football coaching methods

Coaching in accordance with the objectives, policies, regulations and procedures established by the Athletic Division, South California Football Association, and the CCCAA

Program review assessment

Assessment methods

Methods of budget administration

Enterprise Resource Planning (ERP) Software

General office software and equipment

Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of

diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

Apply knowledge of the CCCAA Constitution, bylaws, and District policies to ensure that the recruitment of student athletes for the athletic programs is compliant; ensure that students are not violating regulations in the areas of behavior, matriculation, conditioning, and physicality; stores records of student athletes according to regulations; ensures that student athletes sign all required documentation; make transportation arrangements for the athletic program; process the selection of hourly employees; determine which policies and procedures related to the football program need to be updated or modified.

Apply knowledge of Title IX to ensure that cases of misconduct are routed to the appropriate personnel.

Apply knowledge of program review assessments, or assessment methods, to determine the impact that the football program has on student academic success and the effectiveness of the policies and procedures of the program.

Use football coaching methods to develop strategies and techniques necessary to train and coach student-athletes in the techniques of football.

Apply knowledge of coaching in accordance with the objectives, policies, regulations and procedures established by the Athletic Division, South California Football Association, and the CCCAA to ensure that coaching methods are in compliant.

Apply methods of budget administration to forecast budgetary needs and assist in the development of the program budget.

Use ERP Software to enter purchase requisitions and monitor the program budget.

Use general office software and equipment to develop reports, presentations, aggregate data, and communicate with District staff, students, parents, recruiting area high schools, community organizations, and other external stakeholders.

Maintain up to date on any changes to state and federal regulations that govern the all District's athletic programs.

Stay abreast of new trends and innovations in the sport of football and other athletic programs and services.

Effectively apply emerging football coaching innovations as necessary.

Effectively ensure the football program has sufficient funds to maintain operations.

Effectively ensure compliance with state regulations governing coaching and the football program.

Arrange transportation needs in a timely manner.

Communicate effectively, orally and in writing.

Develop and maintain effective relationships with District staff, students, parents, recruiting area high schools, community organizations, and other external stakeholders.

Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.

Education and Experience:

Must meet the minimum qualifications as set forth in Title 5, Section 53420.

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Master's Degree from accredited college or university in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education.

Experience:

- Five (5) years of experience coaching football in post-secondary institutions.
- One year of training, internship or leadership experience reasonably related to the administrative assignment.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

The position will continuously require the ability to communicate to conduct meetings, perform recruiting activities, enforce compliance with regulations governing operations, conduct fundraising activities, conduct football practices, and during in game management of all football games.

The position will frequently exhibit the ability to stand, walk, and run while performing coaching duties during practices and during in game contests. The position will frequently exhibit the ability to sit and use fine manipulation to grasp and operate coaching tools, use general office equipment, and to operate a computer.

ENVIRONMENTAL CONDITIONS

Office environment, outside working environment, athletic training room campus and athletic event environment; subject to driving to a variety of locations to conduct work during day and evening hours.