



## Job Description

**JOB TITLE:** Coach  
**LAST REVISED:** DECEMBER 1996

### DEFINITION

Under administrative direction of an educational administrator, responsible for administration, finances, strategy, techniques utilized, and technical skills instruction for District athletic team(s) in sport(s) assigned, and to perform related work, as required.

### POSITION CHARACTERISTICS

Incumbent may directly or indirectly supervise adjunct faculty Assistant Coaches and/or student and/or other temporary help, as assigned.

### EXAMPLES OF FUNCTIONS AND TASKS

**Scheduling - ESSENTIAL:** Select opponents in accordance with applicable rules, policies, and procedures; determine and coordinate date, time, and site for athletic competitions/events; determine number of athletic events in accordance with Commission on Athletics (COA) rules and guidelines; request transportation and funding for expenses for team or individual athlete trips to athletic competition(s) in accordance with established District policies and procedures.

**Budget/ Planning - ESSENTIAL:** Allocate monies from budget for sport(s) assigned, including funds for food, lodging, and other expenses for scheduled athletic competitions/events; select necessary equipment and initiate procurement; determine mode of transportation and travel times to athletic competitions/events; plan and budget for replacement of uniforms and other athletic equipment, as necessary.

**Eligibility/ Counseling - ESSENTIAL:** Maintain knowledge of general education requirements for student athletes; maintain specific knowledge of and apply COA, Bay Valley Conference (BVC), and District progress, transfer, and graduation requirements; acquire and maintain knowledge of National Collegiate Athletic Association (NCAA) transfer rules; determine eligibility of student athletes under recruitment or participating in current programs; maintain knowledge of "clearing house" processes and procedures and certification requirements; evaluate student athlete performance and make decisions concerning team placement(s) and level of participation.

**Athletic Event Management - ESSENTIAL:** Secure facilities for assigned sport(s) athletic competitions/events taking place in the District; take responsibility for maintaining positive behavior of Assistant Coaches, student athletes and team(s) in assigned sport(s), administering corrective action as warranted and under established District policies and procedures; secure photographers/videographers and equipment to film or otherwise record athletic competitions/events, as appropriate; develop and maintain positive rapport with sporting officials; accommodate needs of opponent athletes/teams and trainers with regard to dressing and other facilities utilized for athletic competitions/events, as appropriate and feasible; arrange for proper preparation of District facilities to be utilized for athletic competitions/ events in assigned sport(s).

**Athletic Equipment Procurement / Inventory - ESSENTIAL:** Determine need for athletic equipment for assigned sport(s) and complete requisitions for procurement within budget allocations; research and specify sources and prices for athletic equipment to be procured, interfacing with District Purchasing Department staff members, as appropriate; notify appropriate Physical Education and Athletic Division staff member(s) upon receipt of athletic equipment for assigned sport(s); conduct yearly inventory of uniforms and other athletic equipment for assigned sport(s), classifying inventoried items by condition of equipment; prepare needs listings



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or ordering purposes; complete student athlete records/funding "holds" for missing items assigned to them, as appropriate and in accordance with established District policies and procedures.

**Safety - ESSENTIAL:** Examine equipment for damage and/or wear and assure item is suitable for safe use by student athletes; examine athletic competition/event facilities and practice facilities for obstacles, deterioration of surfaces, broken equipment, or other unsafe conditions and take immediate action to mitigate or eliminate safety hazards, as appropriate; conduct practice drills in a safe manner and teach safe techniques and safety consciousness to student athletes, as appropriate for assigned sport(s).

**Conduct - ESSENTIAL:** Develop individual athlete and/or team standards and rules for positive conduct at practices and for athletic competitions/events; administer District, BVC, and COA rules, including eligibility, conduct, and sporting requirements for assigned sport(s).

### MINIMUM QUALIFICATIONS

#### Degrees/Experience:

**ESSENTIAL:** Incumbent must possess a Bachelor's Degree AND two years of occupational experience in the discipline AND any certificate or license required to do this work OR an Associate's Degree AND six years of occupational experience in the discipline AND any certificate or license required to do this work OR the equivalent.

#### Licenses/Credentials:

**ESSENTIAL:** Incumbent must possess or be able to obtain prior to appointment in this position a valid California Class C or higher Driver's License in order to accomplish official travel between District sites and to and from athletic competitions and/or other events in District or privately owned vehicle. If incumbent is assigned to transport students to and from athletic competitions/events, provisions of Omnibus Transportation Act drug testing requirements are applicable as mandated and specified by law.

#### Knowledge of:

**ESSENTIAL:** Technical skills of assigned sport(s); student athlete eligibility requirements for assigned sport(s); budgeting techniques; scheduling techniques; general inventory control and procurement procedures; equipment and general safety considerations and techniques for assigned sport(s).

#### Ability to:

**ESSENTIAL:** Supervise large groups of individuals; delegate assignments and responsibility and otherwise supervise Assistant Coaches and other athletic staff members; general educational processes and techniques; communicate effectively orally and in writing; maintain positive relationships with students, staff, external contacts, and the general public; motivate student athletes for optimum achievement in their sport(s) and enforce team and individual standards fairly and consistently, serve as a positive role model for student athlete behavior; administer or direct trainers to administer basic first aid for athletic injuries, as appropriate.

#### Physical Suitability Requirements:

**ESSENTIAL:** Incumbent must be able to function effectively indoors and outdoors engaged in work of a primarily active nature, to accomplish the following, with or without reasonable accommodation: Constantly: Maintain cardiovascular fitness to engage in active physical effort and to function effectively under stressful competitive conditions. Almost Constantly: Utilize vision (near and far) to read printed materials and score boards, observe athletic competitions/events to evaluate student athlete performance; utilize hearing and speech for ordinary and telephonic conversation; walk, to move about District environs and facilities utilized for athletic competitions/events; utilize manual and finger dexterity to write and to demonstrate use of athletic equipment and skill techniques; work in areas subject to exposure to dusts, mists, fumes, wet/damp surfaces, extremes of



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heat/cold, and moderately high levels of noise. **Frequently:** Twist, turn, stoop, bend, and maintain balance to demonstrate athletic technical skills in assigned sport(s); utilize vision (near and far) and manual and finger dexterity to drive District or privately owned vehicle to accomplish official travel; work in areas subject to exposure to chemicals, caustics, and bloodborne and/or other pathogens. **Occasionally:** Operate stationary or mobile machinery and equipment used for assigned sport(s); work in areas subject to exposure to allergenic plant/materials and danger from falling from heights above ground level; wear protective equipment to protect skin, arms, hands and fingers. **PERIPHERAL:** **Frequently:** Lift (from overhead, waist, and floor levels, max. 100 lbs.) carry (max. 100 lbs.), and kneel to station athletic equipment for use at practices and to demonstrate technical skills in assigned sport(s); run, to demonstrate technical skills in assigned sport(s). **Occasionally:** Push, pull, reach (from low and level), and climb to heights above ground level to station athletic equipment for use at practices and to demonstrate technical skills in assigned sports.

**Faculty Salary Schedule, subject to placement at date of hire.**

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification I, Bloodborne Pathogens Exposure Control Program.**

**May be subject to Omnibus Transportation Act drug testing requirements if assigned to transport student athletes in District or privately owned vehicle.**