

**POSITION DESCRIPTION
INSTRUCTIONAL PERSONNEL**

POSITION TITLE: **Assistant Soccer Coach (M & W) / Student Advisor**

ORGANIZATIONAL UNIT:
Athletics

REPORTS TO:
Head Soccer Coach
Athletic Director

REVISION DATE:
11/2018

I. NARRATIVE GENERAL DESCRIPTION

The Asst. M & W Soccer Coach is responsible to the Head M & W Soccer Coach for the entire management and administration of all phases of a varsity intercollegiate sports program and teams for both men and women within the guidelines, rules and regulations of Coffeyville Community College, the Kansas Jayhawk Conference and the National Junior College Athletic Association.

II. FUNCTIONAL RESPONSIBILITIES

- A. Assists the Head Coach to schedule and conduct regular practice sessions in and out of season, as allowed. Assists coaching the teams during scheduled events. Determines and implements the strategies necessary to motivate the players to maximum levels of individual and team performance.
- B. Help conduct, coordinate, and oversee administrative responsibilities; team travel, future game schedules, equipment inventory, practice and game facilities, ordering of supplies and equipment, speaking engagements, youth clinics and home contest administration.
- C. Develops a comprehensive and functional knowledge of the sport and actively seeks to develop new methods and strategies of the sport.
- D. Maintains continual and thorough familiarity with all applicable NJCAA, KJCCC and departmental rules and regulations.
- E. Assists in proposing annual budget requirements to the Athletic Director and is accountable for expense control, compliance and administration of the sports' budget.
- F. Scouts and recruits quality student-athletes. Develops working relationships with faculty and college staff to assist in the recruiting and retention process.
- G. Demonstrates an active interest in the academic progress of student athletes in an attempt to prevent academic eligibility problems. This includes supervision of periodic eligibility checks of athletes during competition, enrollment procedures, degree checks and class attendance. Submitted to faculty at least one week in advance a list of traveling squad members for any athletic contest, which will cause student athletes to miss class.
- H. Actively promotes public relations with the media, civic groups and Booster Clubs to maximize exposure for the team and to assist in promotional/fund-raising activities. All attempts to increase present revenue sources and develop new sources should be coordinated through and approved by the Athletic Director's office.
- I. Establishes and ensures communication and enforcement of rules and regulations regarding student conduct, appearance, behavior and class attendance.
- J. Demonstrates a cooperative attitude toward all other sports within the intercollegiate athletic program.
- K. Coordinate scholarship paperwork and oversee the completion of financial aid paperwork, admission criteria and eligibility certification. Submitting names of all athletes participating in his/her sport to the Registrar for eligibility certification.
- L. Teach 12 credit hours per year or other duties assigned by Administration.

- M. Revise course material and update content maintaining current syllabus for each course taught. In addition to providing two copies of each syllabus to the Dean of Academic Services and one copy to the Athletic Director.
- N. Serve on college committees as appointed. Actively participate in the development and implementation of the institutional assessment plan as required for North Central Accreditation.
- O. Actively participate in college and community activities.
- P. Attend and participate in commencement exercises in academic attire.
- Q. Performs special assignments and related duties as required or assigned by the Head Coach.
- R. Meet attendance expectations as required for position which may include a willingness to work unusual hours including weekends as needed.

III SUPERVISES THE FOLLOWING STAFF

- A. Work study students assigned to the program

IV. REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS

- A. A thorough knowledge of the game of Soccer.
- B. Ability to effectively work with various public and diverse populations. Human relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in students.
- C. Administrative ability to manage details of budget, scheduling, recruiting and supervision of student progress in academic endeavors.
- D. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout employment.

V. REQUIRED EXPERIENCE

- A. At least three year's coaching/participation experience, preferably at the post-secondary level.
- B. Teaching experience preferred.

VI. REQUIRED EDUCATIONAL BACKGROUND

Master's Degree preferred from a regionally accredited institution of higher learning recognized by the US Department of Education.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.