POSITION DESCRIPTION
INSTRUCTIONAL PERSONNEL

POSITION TITLE: **Head Football Coach**

ORGANIZATIONAL UNIT:	**REPORTS TO:**	**REVISION DATE:**
Athletics	Athletic Director	November 2026

I. NARRATIVE GENERAL DESCRIPTION

The Head Football Coach is responsible to the Athletic Director for the management and administration of all phases of a varsity intercollegiate sports program and teams within the guidelines, rules and regulations of Coffeyville Community College (CCC), the Kansas Jayhawk Community College Conference (KJCCC), and the National Junior College Athletic Association (NJCAA).

II. FUNCTIONAL RESPONSIBILITIES

A. Responsible for the operation, management and administration of all phases of the Red Raven Football program.
B. Schedules and conducts regular practice sessions in and out of season, as allowed. Coaches the team during scheduled events. Determines and implements the strategies necessary to motivate the players to maximum levels of individual and team performance.
C. Directs and manages assistant coaches. Conduct coaches' preparatory meetings, teaching procedures, recruiting strategies, and opponent scouting schedules for the assistant coaches.
D. Conduct, coordinate, 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 in conjunction with the Athletic Director.
E. Develops a comprehensive and functional knowledge of the sport and actively seeks to develop new methods and strategies of the sport.
F. Maintains continual and thorough familiarity with all applicable NJCAA, KJCCC, and CCC departmental rules and regulations. For example, required heat-related policies, concussion protocols, and institutional purchasing policies.
G. Responsible for the search, selection and training of qualified assistant coaches with the approval of the Athletic Director and in accordance with all CCC Personnel and Affirmative Action programs and procedures.
H. Assist the head trainer with the management and care of the student-athlete with regard to complying with the recommendations of the athletic training staff.
I. Prepares an annual budget request to the Athletic Director and is accountable for expense control, compliance and administration of the sports' budget.
J. Scouts and recruits quality student-athletes in accordance with NJCAA, KJCCC, and CCC requirements. Develops working relationships with faculty and college staff to assist in the recruiting and retention process.
K. 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.

L. 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 will be coordinated through and approved by the Athletic Director's office.
M. Establishes and ensures communication and enforcement of rules and regulations regarding student conduct, appearance, behavior and class attendance.
N. Demonstrates a cooperative attitude toward all other sports within the College.
O. Coordinates scholarship paperwork and encourages the completion of financial aid paperwork, admission criteria, eligibility certification, and International Student paperwork (if applicable). Submits names of all student-athletes participating in the sport to the Registrar for eligibility certification.
P. Oversees the completion of the press guide, programs and recruiting brochures. Makes sure to have all necessary information to the Sports Information Coordinator by the first of July.
Q. Teach up to 3 credit hours per year in Health, Physical Education, and Wellness.
R. Revise course material and update content maintaining current syllabus for each course taught. In addition to providing two copies of each syllabus to the Vice President of Academic Services and one copy to the Athletic Director.
S. Serve on college committees as appointed. Actively participate in the development and implementation of the institutional assessment plan as required for the Higher Learning Commission (HLC) Accreditation.
T. Meet attendance expectations as required for the position which may include a willingness to work unusual hours including evenings and weekends as needed.
U. Actively participate in college and community activities.
V. Attend and participate in commencement exercises in academic attire.
W. Performs special assignments and related duties as required or assigned by the Athletic Director.

III. SUPERVISES THE FOLLOWING STAFF

A. Assistant Coaches
B. Student Life Managers/Assistant Coaches
C. Work study students assigned to the program

IV. REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS

A. Excellent communication skills both oral and written
B. An understanding of the mission and role of the comprehensive community college.
C. Knowledge of various levels of education including high school, community college and four-year colleges and universities.
D. Ability to establish and maintain effective working relationships with other department staff, faculty, students and public.
E. Ability to coordinate with campus personnel to resolve problems/conflicts.
F. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
G. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.
H. Ability to effectively work with various public and diverse populations.
I. Human relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in students.
J. Willingness to enforce institutional policies and procedures.
K. A thorough knowledge of the game of football as a team sport.
L. Administrative ability to manage details of budget, scheduling, recruiting and supervision of student progress in academic endeavors.

V. **REQUIRED EXPERIENCE**

A. At least three year's coaching/participation experience, preferably at the post-secondary level.
B. Teaching experience preferred.
C. Experience working with students with diverse backgrounds/life experiences.

VI. **REQUIRED EDUCATIONAL BACKGROUND**

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

An active First Aid/CPR certification is required by the College and the KJCCC.

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.