

SUPERVISOR OF FOOTBALL OPERATIONS/HEAD COACH AND ATHLETIC STUDENT SUCCESS INITIATIVES

DEFINITION:

Under the general supervision of the Director of Kinesiology and Athletics, the Supervisor/Head Coach will plan, organize, and direct all activities, duties, and responsibilities of their respective sports program. The individual in this position may also receive a separate assignment as an adjunct faculty assigned to teach the intercollegiate class associated with the designated sport. The Supervisor will also manage program budgets, fundraising efforts, and serve as a liaison between students, staff, and community partners.

DISTINGUISHING CHARACTERISTICS:

This is a classified management position with the responsibility to serve as a head coach. The incumbent in this position reports directly to the Director of Kinesiology and Athletics. The incumbent will independently perform professional work involving judgement in the interpretation and application of policy and procedures. The incumbent will have a high frequency of responsible contact with administrative and professional staff, students, community members, and other public/private agencies requiring tact and excellent communication skills and may perform other related duties as required. This position serves as a backup and support for the Director of Kinesiology and Athletics.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Prepare for all aspects of designated season of sport, including organizing practice schedules and assisting in the preparation of the season schedule, budgeting, travel and meals, and consulting on equipment purchases and game management staff.
- Oversee the direction of all scheduled practices during pre-season and season of sport, coach team at games, and adhere to all regulations, rules, procedures, and policies for athletic programs as established by the NCAA, the 3C2A, and the Gavilan College District.
- Promote leadership in all aspects of the program which includes the direction of all assistant coaches and other personnel associated with his/her team.
- Promote sport-specific strength and conditioning development of players.
- Promote ethical values of honesty and fair play by abiding by 3C2A Coaches' Code of Ethics.
- Participate in professional assignments including committee membership and other related activities. Actively fundraise and support the athletic department functions, Student-Athlete recognition activities, and community relations
- Attend kinesiology/athletic department meetings.
- Serve as home contest administrator as necessary, provide support to any operational needs such as stats, scoreboard operations, announcing, and oversight of student workers.
- Teach appropriate KIN/ATH courses.
- Oversee onboarding of student-workers across the athletic department, supervision of timecards, and execution of work schedules.
- Perform other related duties as assigned.

Recruiting

- Organize and execute an aggressive recruiting program of high school student-athletes.
- Work closely with the Marketing department to establish athletic marketing campaigns and promote Gavilan College athletics.
- Utilize social media, websites, and other media channels for effective recruitment.
- Ensure student athletes recruited are provided with individualized support to succeed academically and socially at the college level.
- Actively participate and support high school visitations; individual contacts with the athlete and his parents; home visits; follow-up correspondence; campus visits by the athlete; collaborate with the athletic department on developing recruiting collateral, articulate recruiting activities with interested four-year coaches; communicate with all prospects informing them of registration procedures, admission testing.
- Contact four-year coaches about present student-athletes who have the desire to attend their institution.

Athlete Management

- Counsel student-athletes concerning grades, finances, school plans, and schedules.
- Discuss and assist with the personal problems of players.
- In conjunction with the athletic counselor, the head coach will oversee the academic performance of student-athletes.
- Monitor weekly, quarterly, and yearly academic progress of student-athletes. Provide encouragement and support to student-athletes, administer appropriate discipline and, if necessary, dismiss players for misconduct.

Professional Growth

- Attend staff meetings and Conference and state coaches' meetings.
- Attend coaching clinics.
- Maintain membership and participate in meetings at the local and state coaches' associations.

Athletic Student Success Initiatives

- Plan, organize, and direct all activities, duties, and responsibilities of the Rams Athletic Academic Mentor Program (RAAMP) across all sports.
- Coordinate data collection and analysis to assess program effectiveness, ensuring continuous improvement.
- Establish effective student success interventions for student athletes.
- Oversee program logistics, including scheduling, resources, and space allocation for mentoring activities.
- Develop workshops and events to enhance the academic and personal success of student-athletes, including topics such as study strategies, stress management, and professional development.
- Partner with Athletic Coaches, the Athletic Counselor, Athletic Director, and other campus departments to identify and support at-risk student-athletes.
- Establish partnerships with Student Support Services to ensure student athletes have access to the food pantry, basic needs, and other support services critical to their success.
- Establish close partnerships with the Financial Aid Department to ensure all student athletes complete financial aid applications, are informed of available scholarships, and grants to support their success.
- Serve as the primary liaison between the RAAMP program and campus stakeholders, fostering collaboration and resource sharing.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Game Management and Site Administration
- Rules and regulations of intercollegiate sports offered by the college: knowledge of the rules and policies of the 3C2A, NCAA, NAIA, and other athletic governing bodies.
- Coaching principles and practices of assigned sport
- Effective student success interventions and student support services

Skills and Abilities to:

- Assist with multiple sports team eligibility meetings in ensuring student-athletes turn in eligibility forms and records by established deadlines.
- Assist student-athletes with meeting initial and transfer eligibility requirements.
- Prepare a list of student-athletes who qualify for priority registration.
- Provide leadership in articulating the athletic program to the Governing Board, administration, community, faculty, and students.
- Participate in optional non-traditional seasons.
- Pass the annual 3C2A compliance exam.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Licenses, and Other Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Any bachelor's degree or higher and two years of professional experience; **or** any associate degree and six years of professional experience. The professional experience required must be directly related to the assignment.

OR

Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education; **OR** Bachelors' degree in any of the above AND master's degree in any life science, dance, physiology, health education recreation administration or physical therapy is preferred.

- Experience coaching, preferably at the collegiate level.
- Demonstrated experience in student-athlete recruitment and program development.
- Strong knowledge of 3C2A regulations and Title IX Compliance
- Leadership and management skills, with experience in supervising staff and overseeing program budgets.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Primary functions require sufficient physical ability and mobility to work in an office and/or outdoor setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, crouch, reach, and twist; to carry, push, and/or pull up to 50 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to various locations; and to verbally communicate to exchange information. Position will require work in the evenings and/or on weekends and travel as part of the assignment.