

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**HEAD COACH**

**FLSA STATUS: EXEMPT - PAY GRADE: 20 – P**

**JOB FAMILY: STUDENT SERVICES      JOB FUNCTION: STUDENT SERVICES**

**GENERAL STATEMENT OF JOB**

The Head Coach provides leadership, supervision, and coaching to an intercollegiate athletic team of the College. The Head Coach directs efforts in building support for athletic advancement through efforts such as fundraising and community engagement. Depending upon assignment, individual positions also assist with the facilitation and coordination of various functions associated with either athletic communications, facilities and events, fitness, eligibility, advancement, outdoor education center use, and/or engagement. Each position is required to conduct at least one sports camp per summer, with additional compensation provided based upon excess revenue generated by the sports camp.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES** *(Depending upon assignment)*

Provides supervision and coaching in intercollegiate competition in the capacity of head Coach in a sport. Runs selective intramural sports activities each calendar year.

Directs training and practice programs for the team(s). Teaches skills and strategies to student athletes in practice, for use in intercollegiate competition.

Assists with department participation in collegewide recruitment events. Recruits student athletes for the College team(s).

Oversees and controls the use of athletic facilities and assigned equipment. Serves as a facilitator for programming at the Outdoor Education Center.

Directs and controls the maintenance of appropriate team conduct during competition, travel, and at any other times when the team is representing the College.

Oversees and monitors the academic progress and eligibility of student athletes, and arranges for appropriate guidance and/or assistance to contribute to the academic success of student athletes.

Develops team schedules within provided guidelines, and supports budget recommendations. Makes team travel arrangements within given parameters for budget and timing considerations.

Maintains awareness of and ensures personal and team compliance with all relevant FCSAA and NJCAA rules and regulations.

Drives college vehicles to and from team activities, or arranges for qualified drivers, as appropriate.

Attends staff meetings and various other meetings as assigned.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Director of Athletics and Physical Education.

### **SUPERVISION EXERCISED**

Supervises student athletes in practice and in intercollegiate activities; supervises student employees as assigned.

### **MINIMUM QUALIFICATIONS**

Associate's degree from a regionally accredited institution supplemented by three (3) years of related coaching experience.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree in sports management, physical education, health, or related field from an accredited institution supplemented by five (5) years of related coaching experience at the college level.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands require sufficient strength to accomplish assigned duties including some heavy lifting, carrying, pushing and pulling up to 100 lbs.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery. Positions in this class typically require: climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed with moderate exposure to adverse environmental conditions (e.g., dirt, heat, cold, rain, fumes). Moderate level of exposure to challenging behaviors, imminent danger, threatening environment.

Effective: 8/00

Revised: 7/11; 5/10/23; 7/11/23