

Program Director/Head Coach (Name of Sport)
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Dean of Kinesiology, Health/Athletic Director the Program Director/ Head Coach is responsible for the development and maintenance of an effective, comprehensive and competitive California Community College Athletics Association (3C2A) intercollegiate sports program, including the planning, coaching organizing, and directing of events and activities; scheduling and coordinating program events; serve as a liaison between the Dean of Kinesiology, Health/Athletics Director personnel, outside agencies, vendors, boosters, students and parents; and supervise and evaluate the performance of assigned personnel.

Examples of Duties

1. Provide day to day management of the subject sports program in alignment with the department, college, and district goals.
2. Interpret and administer District and College policy and procedures regarding assigned program: Provides quality guidance and coaching to students participating in the designated sport's program.
3. Provide mentoring, and coaching to student-athletes in the skills, techniques, and competitive strategies necessary for individual and team achievement of athletic standards of performance; evaluate individual and team performance and refine individual and team strategies throughout the season.
4. Ensure compliance with applicable laws, codes, regulations, policies, and procedures, including National Collegiate Athletic Association (NCAA), California Community College Association (CCAA) by laws and regulations and Title IX.
5. Establish and maintain safety standards to protect student athletes, equipment, materials, and facilities; demonstrates techniques of movement and body mechanics that prevent injuries; provide immediate assistance to injured student athletes; document injuries and submit recordkeeping reports as required.
6. Work with Dean of Kinesiology, Health/Athletic Director to develop short and long-range planning for the overall student success initiative.
7. Lead the outreach and student recruitment in compliance with CCAA regulations to identify and attract promising student athletes including planning, student recruiting visits and coordinating recruiting database.
8. Establish and maintain an environment conducive to the welfare and academic success of the student athletes that fosters collaboration with students, faculty, staff,

administrators, alumni and the public; participate and represent the Department at community events.

9. Support the Athletic Department by ensuring the sport's program academic compliance and success with the CCCAA, NCAA and KCCD that adheres to the highest standards of integrity.
10. Attends all program activities which may include scheduled practices and all competitions. Provides ongoing oversight of student athlete's conduct both on and off the court; assists with conflict resolution; provides guidance with negotiating campus onboarding processes such as registration, financial aid, and student life.
11. Assist the Dean of Kinesiology, Health/Athletic Director in ensuring continuity, equity and compliance within the program; remain current on all new legislation impacting the program and keep program staff informed.
12. Oversee the subject sports team budget, allocate, and monitor to ensure budgetary compliance; including the direct purchase of uniforms, equipment, supplies, and materials for the assigned sport's program.
13. Develop and implement a wide variety of fundraising programs and activities, including but not limited to, general fundraising solicitation and fundraising events to augment the assigned sport's program budget.
14. Promote interest and attendance at assigned athletic events.
15. Works with Dean of Kinesiology, Health/Athletic Director to schedule events and travel related to intercollegiate competition.
16. Assist Dean of Kinesiology, Health/Athletic Director with assigned game management events, including the preparation of facilities, equipment, officials and game personnel.
17. Provides information to appropriate designee for press releases, season previews, hometown news articles, women's basketball program web site, and feature stories to various media in compliance with the college's and the 3C2A policies and procedures.
18. Attend assigned college, department, and division meetings as it pertains to the strategic planning of the assigned sport's program.
19. Perform other related activities as assigned.

Minimum Qualifications

Any combination of education and experience equivalent to:

- Bachelor's Degree from an accredited college or university, preferably in physical education, kinesiology, exercise science, recreation, or athletic administration.
- Two years of reasonable leadership / coaching experience in intercollegiate athletics in the designated sport.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college.

Knowledge and Abilities

Knowledge of:

- Methods and techniques of leadership and management. Public relations principles and techniques.
- Establish and maintain cooperative and effective working relationships with others.
- Budget preparation and control.
- Communicate effectively in both oral and written communication.
- Principles and practices of administration, supervision, and training. Operation of computer and assigned software.
- Pertinent State and Federal laws, codes, statutes, and regulations.
- The mission, procedures and operations of California Community Colleges.
- Principles and practices of supervision, training, and evaluation.
- Principles of public speaking, marketing, communications, or sales.
- Budgeting and fiscal reporting.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Interpret and apply laws, codes, regulations, policies, and produces, including California Community College Athletics Association, California Community College Athletics and Title IX.
- Analyze and assess programs operational and facilities needs and make appropriate adjustments.
- Plan, organize, control and direct intercollegiate program activities. Supervise performance of assigned personnel in accordance with the District and College goals and objectives
- Demonstrate leadership abilities.
- Envision and effectively organize and supervise the day-to-day operation of assigned area. Develop, implement, and assess program goals and outcomes.
- Understand, communicate, and explain college programs and procedures.
- Work independently and with initiative while creating new programs and opportunities.
- Plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Maintain records and prepare reports and procedural documentation.
- Communicate effectively both orally and in writing.
- Represent the college in a professional manner.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain collaborative and effective working relationships with a variety of college staff and community partners.

Working Conditions

Environment: Office and other areas of campus that may expose to outdoor elements.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
2	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office/gymnasium equipment.

Status/Rationale

This is a classified administrator.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)