

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Part-Time Head Coach			<i>BOT Date:</i> May 15, 2002
<i>Level:</i> 99	<i>FLSA Status:</i> NE	<i>Class Code:</i> Z9901	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Head Athletic Coaches assume responsibility for all aspects of intercollegiate athletic competitions including, but not limited to, recruitment of student athletes, conducting practice sessions, scheduling games, coaching during games and competitions, and monitoring student academic success.

	KEY RESPONSIBILITIES	% OF TIME
1.	Monitors the academic progress of student athletes.	
2.	Schedules and conducts athletic practice sessions.	
3.	Prepares schedule of home and away athletic contests.	
4.	Manages the travel itinerary for all away games.	
5.	Coaches student athletes during competitions.	
6.	Supervises assistant coaches.	
7.	Recruits and selects student athletes.	
8.	Operates the sports program within an allocated budget.	
9.	Participates in all required sport-specific conferences and state meetings.	
10.	Follows the rules of the Florida Community College Athletic Association and National Junior College Athletic Association.	
11.	Develops and executes a fund raising program.	
12.	Performs other similar and related job duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required, or Associates Degree with equivalent experience.	
<i>Experience:</i>	Three to five years related experience.	
<i>Communications with Others:</i>	Strong verbal and written communication skills.	
<i>Supervision of Others:</i>	Supervises staff and students in athletic settings.	
<i>Job-Related Knowledge:</i>	Tasks require specialized skills and knowledge of sport-related activities, team management, and rules and regulations for competitions. Ability to analyze and provide strategy for athletic contests and the ability to effectively manage allocated program budgets.	
<i>Working Conditions/ Physical Effort:</i>	Work may be performed in an office, classroom, or academic setting such as gymnasiums, sports fields, or courts. Physical effort may require running, bending, or stooping in areas that may require exposure to outdoor weather conditions or with high dust or dirt environments.	