

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 10 months	Title HEAD SOCCER COACH/PE INSTRUCTOR
Revised: 11/16/2017	Department ATHLETIC DEPARTMENT
Level: Faculty	IPEDS FACULTY
FLSA: Exempt	Reports to ATHLETIC DIRECTOR

POSITION SUMMARY

Coach men's soccer team, with duties including recruitment, practice and game coaching, fundraising, conditioning of athletes, supervision of athletes, maintenance of field and equipment, and administrative tasks. Teach Physical Education classes as scheduled with and agreed to with division chair and in keeping with the guidelines listed below.

MAJOR FUNCTIONS

As Soccer Coach:

1. Teach all aspects of the game of soccer through fundamentals of offense and defense in daily practice sessions.
2. Perform various recruiting activities to develop a competitive team.
3. Maintain soccer field year round. (Mow, seed, fertilize and water the grass, weed-eat, etc.) Perform pre-game and post-game field preparation.
4. Perform random room checks in the dorms and enforce curfews.
5. Coordinate team travel arrangements, lodging, and travel itineraries.
6. Make arrangements with food service staff for sack lunches and special meals for breakfast and dinner when games interfere with regular schedule.
7. Report game scores and information to the media as needed.
8. Coordinate maintenance of soccer program equipment.
9. Coordinate and supervise fundraisers.
10. Supervise and assist student-athletes in community projects.
11. Maintain office hours and correspondence files.
12. Perform other related tasks as assigned by the Athletic Director.

As PE Instructor:

1. Plan course curriculum; coordinate book purchases through the Bookstore; and teach classes as needed in the Physical Education Department, which may include but are not limited to: Lifetime Wellness, Introduction to Physical Education, Coaching Methods, Sports Psychology, Lifetime Activities, Badminton/Table Tennis, and Weight Training.
2. Maintain office hours of at least six hours per week.
3. Perform other related tasks as assigned by the P.E. Department Head and Division Chair.

The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role models for learning behavior.
4. Include students in all facets of instruction, guidance, and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.

7. Select appropriate texts and other course materials in conjunction with the appropriate division chair. Selection of materials should be reported to the bookstore by the prescribed deadlines.
8. Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
9. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chair and vice president each semester.
10. Return evaluated student exams and papers in a timely fashion.
11. Maintain grades and class status information.
12. Submit required reports by deadlines.
13. Meet classes at the listed times.
14. Serve on institutional committees as needed.
15. Support college activities.
16. Do faculty evaluations within prescribed guidelines.
17. Perform departmental and divisional responsibilities.
18. Dismiss classes only with prior approval from the department head/division chair and/or vice president.
19. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree required, Master's Degree preferred
2. Three successful years as a soccer coach, collegiate level preferred
3. Demonstrated successful classroom instruction
4. Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.
5. Understanding of and commitment to the Crowder College philosophy and mission.

EQUIPMENT/SOFTWARE

Operate standard office equipment such as computers, copiers, and telephones.

POSITIONS SUPERVISED

Work-study, assistant coach.

WORKING CONDITIONS

1. Working environment varies from indoors in a gym, office or classroom to outdoors with some exposure to temperature changes, noise, dust, etc.
2. Responsibilities involve evening and weekend work.
3. Access information using computers.
4. A neat appearance and appropriate apparel are required.

PHYSICAL DEMANDS

1. Work will require mobility within campus facilities and game locations, ability to lift up to 50 pounds, work with athletic equipment, etc.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including employees, students, parents, and the general public.