

POSITION DESCRIPTION

JOB TITLE: HEAD SOCCER COACH/INSTRUCTOR

DEPARTMENT: ATHLETICS

DIVISION: STUDENT AFFAIRS

SALARY: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: ATHLETIC DIRECTOR

SCHEDULE DETAILS: FACULTY/FULL-TIME/10 MONTH POSITION/MISSOURI PUBLIC SCHOOL RETIREMENT SYSTEM

DATE OF LATEST REVIEW/REVISIONS: February 24, 2021

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, award and maintain soccer scholarships, budgets, and arrange travel and meal arrangements. Teach Physical Education classes as scheduled with and agreed to with division chair and in keeping with the guidelines listed below.

Essential Job Duties

- Teach all aspects of the game of soccer through fundamentals of offense and defense in daily practice sessions.
- Recruit and maintain an active men's soccer team roster in order to develop a competitive team.
- Develop and evaluate player performance.
- Conduct and supervise all practices.
- Schedule and attend all contests (games and scrimmages).
- Conduct year-round field maintenance and perform pre-game and post-game field preparation.
- Ensure students comply with all athletics policies and procedures (curfews, room checks, health protocols, etc.).
- Coordinate team travel arrangements, lodging, and travel itineraries.
- Arrange special meals with campus food service when games interfere with the regular dining schedule.
- Report game scores and information to all media outlets, as needed.
- Assist with maintenance and updates to the athletics/soccer portion of the website.
- Coordinate maintenance of soccer program equipment.
- Hire, train and supervise the assistant soccer coach.
- Coordinate and supervise fundraisers and appropriately manage fundraising budget.
- Appropriately manage, in cooperation with the Athletic Director, the men's soccer budget.
- Appropriately manage the men's soccer scholarship budget.
- Award scholarships and maintain proper documentation
- Support student athletes who wish to transfer to four-year institutions/teams.
- Supervise and assist student-athletes in community projects.
- Maintain office hours and correspondence files.
- Perform other related tasks as assigned by the Athletic Director.

As Instructor:

1. Plan course curriculum; coordinate book purchases through the Bookstore; and teach classes as needed in an identified Department
2. Maintain office hours of at least six hours per week.
3. Perform other related tasks as assigned by the 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:

- Devote full time and energy to maximize student learning outcomes.
- Continue learning through professional development activities.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance, and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- 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.
- Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
- Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chair and vice president each semester.
- Return evaluated student exams and papers in a timely fashion.
- Maintain grades and class status information.
- Submit required reports by deadlines.
- Meet classes at the listed times.
- Serve on institutional committees as needed.
- Support college activities.
- Do faculty evaluations within prescribed guidelines.
- Perform departmental and divisional responsibilities.
- Dismiss classes only with prior approval from the department head/division chair and/or vice president.
- Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Three successful years as a soccer coach
- Demonstrate successful classroom instruction
- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.
- Understanding of and commitment to the community college philosophy and mission.

Preferred Knowledge, Skills & Abilities

- Master's Degree
- Three successful years of Collegiate level soccer coaching

Information Technology Abilities

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Ability to perform basic Word and Excel functions

Positions Supervised

- Work Study
- Assistant Coach

Working Environment

- Usually indoors in a gym, office or classroom environment with minimal exposure to temperature changes, noise, dust or chemicals.
- A neat appearance and appropriate apparel are required.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required
- 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.

Physical Environment

- Position will involve mobility within the campus facilities and various sites including game locations.
- Ability to lift up to 50 pounds, work with athletic equipment, etc.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.