

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MANAGER, ATHLETIC PROGRAM – HEAD COACH

RANGE: 30

DISTRICT VALUES

Southwestern Community College District (SWCCD) is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWCCD employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under general direction from the Dean, School of Wellness, Exercise Science and Athletics or Director of Athletics, plans, organizes, directs, and manages the programs, staff and operations of an Intercollegiate Athletic program; schedules and coordinates program events on campus; serves as a liaison between the Athletic Director, staff, outside agencies, vendors, students and parents; ensures program compliance with local, District, State and federal regulations and requirements; performs administrative support duties related to the operation of the program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an academic administrator classification responsible for planning, organizing, reviewing, and evaluating an effective and competitive California Community College Athletic Association (3C2A) Sports program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of independence, initiative, and discretion within broad guidelines. This classification is distinguished from the Director, Athletics by having management responsibility over a specific sports program while the latter's focus is on the entire district-wide Athletics program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

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Manager, Athletic Program-Head Coach (Continued)

1. Administers, directs, and supervises all aspects of the assigned program including facilities, schedules, athlete eligibility, physical examinations, equipment, transportation, and insurance; assists with game supervision and management of home athletic contests; serves as Head Coach for assigned sport(s). **E**
2. Participates in the selection of, trains, motivates, and evaluates assistant coaches, or other faculty and staff associated with the assigned program; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures. **E**
3. Assists with onboarding new faculty/coaching staff; provides guidance and mentorship to ensure proper decorum of players, coaches, and other athletic personnel; assists faculty with administering courses related to assigned sport(s). **E**
4. Assists the Athletic Director with developing short and long-range plans for overall student academic success, including student academic progress, matriculation, and degree completion and transfer, and for the success of the Southwestern College Athletic program at the local and state levels. **E**
5. Serves as a liaison between the Athletic Director, staff, outside agencies, vendors, students, and parents; answers questions and provides information related to program operations; investigates and responds to complaints and inquiries. **E**
6. Oversees outreach and student recruitment for the assigned program, including planning and coordinating student recruiting visits and maintaining the recruiting database and notification system. **E**
7. Develops, allocates, and monitors the assigned program budget; determines funding needed for and directs the purchase of equipment, supplies, and materials connected with the sport program; ensures compliance with budgeted funding. **E**
8. Plans, coordinates, and executes fundraising opportunities to supplement the program budget. **E**
9. Directs and participates in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compiles sport program statistics and reports as required. **E**
10. Assists the Athletic Director in ensuring diversity, equity, inclusion, and accessibility within the assigned program; remains current on all new legislation impacting the program; recommends modifications to the program and procedures to ensure compliance with local, state, and federal requirements; keeps program faculty and staff informed. **E**
11. Establishes and maintains an environment conducive to the welfare and academic success of the student-athlete that fosters collaboration with students, faculty, staff, administrators, alumni, and the public; participates in and represents the Athletic Department at community events as directed. **E**
12. Supports the School of Wellness, Exercise Science and Athletics by ensuring the sport program's academic compliance, curriculum development and the assessment of student learning outcomes.
13. In consultation with supervisor, manages the assigned Trust account. **E**
14. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures, including California Community College Athletics Association (3C2A) bylaws and regulations and Title IX.
- Operations, services, and activities of an intercollegiate sport program.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Coaching principles and practices of assigned sport(s).
- Principles and practices of budget development and administration.
- Public relations principles and techniques.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Interpersonal skills, using tact, patience, and courtesy.
- Educational and tutorial programs.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Facility maintenance, use, planning, and safety regulations.

Ability to:

- Plan, organize, control and direct intercollegiate sport program activities.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, and procedures.
- Maintain current knowledge of state and federal regulations that govern assigned sports program.
- Effectively provide staff leadership and work direction.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Serve as a liaison between administrators, personnel, parents, students, and outside agencies.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Work with and exhibit sensitivity to and understanding of the diverse racial ethnic, disabled, sexual orientation and cultural populations of community college students.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Effectively represent the District in meetings with community groups, various business, and professional organizations, and in meetings with individuals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Analyze situations accurately and adopt an effective course of action.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Work independently with little direction.
- Analyze and assess programs, policies, operational needs and make appropriate adjustments.
- Develop, coordinate, and manage programs and services to meet the district's goals and objectives.

MINIMUM QUALIFICATIONS:

Master's Degree **AND** five (5) years of professional experience directly related to assigned sport(s) with one (1) of those years being in a leadership capacity.

PREFERRED QUALIFICATIONS

College degree in education, kinesiology, exercise science or a reasonably related field.

LICENSES AND OTHER REQUIREMENTS

Valid license to drive in the state of California.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Employees work in an office environment and in a variety of indoor, outdoor, and athletic field settings, both on and off campus. with moderate to extreme noise levels, extreme temperature conditions, and may be exposed to bloodborne pathogens and hazardous road conditions. Employee may interact with upset students, individuals, and groups in the performance of work duties.

Physical: Must possess mobility to work in a standard office and setting and use standard office equipment, including a computer; to visit various work locations; speech to communicate in person, before groups, and over the telephone. This is both a sedentary office classification and physically active role, requiring sufficient physical stamina to traverse various athletic grounds and facilities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. The incumbent regularly walks, climbs, bends, stoops, and kneels in the performance of office and field work duties. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Vision: Read printed materials and a computer screen and to observe athletic activities and competitions.

Hearing: Hear in the normal audio range with or without correction.

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Gallagher