

## **JOB FAMILY CONCEPT**

This family consists of three levels of athletic coaching work. Levels are distinguished based on type and complexity of work, degree of supervision received, and the level of autonomy. Positions in this family oversee an NCAA intercollegiate athletic sport within an athletic program. This job family is distinguished from other Athletic job families by the responsibility of developing the student-athlete physically, competitively, and emotionally, while enhancing the execution of competitive sports, managing the team, recruiting, fundraising, and determining competitive schedules.

## **TYPICAL FUNCTIONS**

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Assist in the strength and conditioning of athletes
- Ensure compliance with rules and regulations
- Plan and monitor budget
- Coordinate team travel and logistics
- Develop and implement selection, recruitment and retention programs for student-athletes
- Provide assistance in coaching and coordination of various positions on team
- Assist in identification, evaluation and recruitment of potential student-athletes in accordance with rules, regulations, policies and procedures
- Guide and promote success of student-athletes in academics
- Develop and implement team rules
- Coordinate pre-season training
- Provide guidance and assistance to athletes on personal and student-related matters
- Lead, monitor and coordinate training and practice sessions
- Ensure safety guidelines and standards are followed and maintained
- Advise and counsel with student-athletes regarding obligation to comply with applicable rules and regulations
- Provide assistance in coordination and administration of sports program
- Assist in fundraising, marketing, public relations, and outreach activities
- Participate in clinics, exhibitions and camp activities
- Represent athletic department at events
- Analyze performance and instruct players in game strategies and techniques to prepare them for athletic competition
- Observe players while they perform to determine need for individual or team improvement
- Coach players individually or in groups, demonstrating techniques of sport coached
- Oversee daily practice of players to instruct them in areas of deficiency
- Determine strategy during game, independently or in conference based on weaknesses in opposing team

## **ATHLETICS - COACH**

Job Classification

Adopted: July 22, 2007

Revised: July 1, 2009

Recruit athletes  
Manage and coordinate team activities  
Supervise staff

### **LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

#### **Level 1**

**PCLS: 06421**

**Grade 77  
Non-Exempt**

#### ***Descriptors***

Work is performed under intermittent supervision. Provide coaching, instruction and administrative oversight in support of a student-athletic program. Develop and monitor the strength and conditioning of athletes. Ensure compliance with rules and regulations. Coach athletes on sports fundamentals. Instruct and evaluate performance based on systems established by coaching staff. Motivate and prepare athletes for competition. May assist in the daily management of a sport. This level is distinguished from higher levels by the closeness of supervision, and limited responsibility and authority for serving as an assistant coach. The typical position at this level is Second Assistant Coach.

#### ***Knowledge, Skills, and Abilities***

Technical knowledge of area of specialty and coaching theories. Knowledge of NCAA and conference rules and regulations. Strong record keeping and organizational skills. Strong interpersonal and communication skills. Ability to counsel and motivate athletes.

#### ***Education and Experience***

Bachelor's degree in related field and two years relevant experience at the collegiate level, or an equivalent combination of training and experience.



