

CHEERLEADER COACH, ACADEMIC INSTRUCTOR

GENERAL STATEMENT:

Teach in the instructional programs of the College and perform other duties related to their instructional assignment.

REPORTS TO:

Appropriate Division Chairperson, Athletic Director

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree with a minimum of eighteen (18) graduate hours in a teaching discipline is required.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

College teaching experience is preferred.

OTHER:

Requires the following: ability to demonstrate techniques, overnight travel, attendance at athletic events, late-night practices, and lifting of equipment.

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- May be assigned to teach distance learning classes via ITV, telecourse or Internet.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for classes or notify the division chairperson as early as possible of an inability to meet a class.
- Schedule, post, and keep office hours as required by College policy.
- Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors.
- Assist with counseling and registration of students.
- Submit all required student grade reports to the registrar's office on schedule.
- Maintain accurate attendance records for classes.
- Attend faculty meetings, commencements, and other special meetings called by the division chairperson, associate vice president, vice president of instruction, athletic director or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as members of committees.
- Recommend the purchase of library books and instructional materials.
- Maintain budget for cheerleading expenses.
- Schedule travel requirements (e.g., transportation, expenses, etc.).
- Attend athletic events within budget restraints.
- Conduct daily practices and weekend practices as needed.

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- Coordinate performances with other campus organizations.
- Coordinate community-wide involvement.
- Arrange tryouts and attend summer camp.
- Recruit qualified cheerleaders.
- Establish and enforce a set of disciplinary guidelines appropriate for the cheer squad.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Some weekend and night duties required.
- May be required to work long hours from time to time.
- Must be able to demonstrate various cheerleading techniques.
- Must be able to lift equipment, uniforms, and medical supplies.
- Must be able to attend night practices and all TVCC athletic events.
- May require some overnight travel.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 05/3/12

JD291