

ASSISTANT SOFTBALL COACH

GENERAL STATEMENT:

May be assigned to teach in the instructional programs of the College and/or perform other duties related to their qualifications and skills.

REPORTS TO:

Head Softball Coach, Director of Athletics, and Kinesiology Division Chairperson

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree. Master's degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Minimum of two (2) years coaching/teaching experience at the high school or collegiate level preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- May be assigned to teach classes according to approved course syllabi and minimum competencies.
- May be assigned to teach distance learning classes via ITV, telecourse or Internet.
- May be assigned to perform other duties related to their qualifications and skills.
- Arrive on time for classes or notify head softball coach or athletic director 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 all classes.
- Attend all faculty meetings, commencements, and other special meetings called by the athletic director, division chairperson, assistant vice president of instruction, vice president of instruction, or the president.
- Must be capable of effectively motivating, teaching, and supervising students. Must maintain a professional relationship with students and peers.
- 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.
- Coaching duties as assigned by head softball coach.
- Other duties as assigned by the head softball coach, athletic director, or other appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of a classroom or office environment.
- Must be capable of demonstrating technical skills in softball.
- Must be able to work evenings, weekends and some holidays for coaching and recruiting.

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: 5/20/08

Revised: 05/6/09

JD404