

## **ASSISTANT FOOTBALL COACH/ACTIVITY PE INSTRUCTOR**

### **GENERAL STATEMENT:**

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

### **REPORTS TO:**

Head Football Coach, Director of Athletics, and Appropriate Division Chairperson

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree with a major in HPE and a minimum of 12 hours towards a Master's degree with a degree plan in place.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Minimum of five (5) years coaching/teaching experience at the high school or collegiate level required. Prefer background in strength, conditioning, and speed development. Experience in fund raising preferred.

#### **OTHER:**

Must have a demonstrated ability to organize and lead others within the scope of a football program.

### **DUTIES AND RESPONSIBILITIES:**

- Teach assigned activity classes according to approved course syllabi and minimum competencies.
- Arrive on time for classes or notify division 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 head football coach, athletic director, division chairperson, deans, 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 member of committees.
- Recommend the purchase of library books and instructional materials.
- Coaching duties as assigned by head football coach.
- Other duties as assigned by the 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 football.

*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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 03/27/97*

*Revised: 01/17/03*

JD281A