

ASSISTANT MEN'S BASKETBALL COACH

GENERAL STATEMENT:

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

REPORTS TO:

Head Men's Basketball Coach and Kinesiology Division Chairperson

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

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

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Minimum of three (3) years coaching/teaching experience at the junior college or collegiate level preferred.

OTHER:

The employee will be required to complete an annual NJCAA Compliance Exam and fully comply with NJCAA rules and regulations.

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- May be assigned to teach distance learning classes via ITV, tele-course 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 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, associate vice president, 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.
- Keeps 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.
- Other duties as assigned by the athletic director or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of a classroom or office environment.
- Must be capable of demonstrating technical skills in basketball.

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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: 02/08/97

Revised: 6/12/2014

JD278