

Gadsden State Community College

Job Description

POSITION: Athletic Director/Coach

SUPERVISOR: Executive Vice President

JOB SUMMARY:

The Athletic Director is responsible for the leadership and management of athletics programs at Gadsden State Community College. This includes supervision of all personnel in the athletics department, fundraising efforts for athletics, and assuring Gadsden State Athletics are in compliance with ACCC, NJCAA policies, procedures, rules and regulations. The Athletic Director is expected to build and maintain effective and productive relationships within the college and with the local community. The position requires working a flexible schedule including evenings and weekends.

ESSENTIAL FUNCTIONS:

Teaching Responsibilities:

- Teaches courses if assigned.
- Plans instruction; prepares course materials, objectives, and syllabi; and designs curriculum.
- Serves as faculty advisor.
- Serves as a faculty sponsor to student organizations as assigned.
- Utilizes proper online platform for instruction.

Athletic Director Specific Responsibilities:

- Coaches an athletic team as assigned.
- Pursues funding sources for Athletics.
- Promotes and encourages fair play, good sportsmanship, and ethical standards of conduct, both on and off the field.
- Plans and oversees a wide range of athletic opportunities for students in compliance with Title IX, GSCC guidelines, ACCS policies, NJCAA rules, and other required regulations.
- Ensures Beck Field House Gym and Cherokee Arena readiness for collegiate competition.
- Ensures recruits and student athletics meet all compliance/eligibility rules and maintains proper records.
- Recruits student athletes through active involvement in college, high school, and community affairs.
- Monitors student athletes' academic achievement and creates academic support through the Cardinal Tutoring Center.
- Partners with the PR & Marketing Department to execute community and media outreach for Gadsden State Athletics in an effort to develop relationships, increase the fan base, and attract outstanding athletes through traditional mediums and a strong online/social media presence.
- Maintains Department's website and social media pages (Twitter, Facebook)
- Creates/Maintains archive listing of all athletes on an annual basis.
- Creates professional expectation for all coaches, assistant coaches, administrative assistant, and athletic director.
- Establishes retention and graduation rates of all student athletes to be performed on a semester basis.
- Implements academic advising and career planning in conjunction with the Associate Dean for Enrollment and Retention.
- Meets with all coaches formally at least quarterly regarding ongoing concerns, ideas, and suggestions.
- Hires, supervises, and evaluates coaching staff, administrative assistant, and workstudy students.
- Institutes drug testing as required by the Alabama Community College Conference.
- Completes and evaluates annual unit strategic plan.

- Monitors and oversees all operating and fundraising budgets.
- Works as game administrator for all home athletic events.
- Hires and trains part-time staff for home athletic events.
- Requires coaches to design, implement, monitor, and evaluate off-season training programs to be approved by the athletic director.
- Tracks inventory of all athletic equipment.
- Maintains a list of teams' wins/loses/championships.
- Maintains a vision with both short and long-term goals for athletics.

Miscellaneous Responsibilities

- Participates in a variety of college activities and attend college meetings.
- Participates in local, regional, state, and national activities necessary to maintain awareness of current issues affecting higher education and specific disciplines.
- Complies with all policies of the College and the Alabama Community College System.
- Performs additional duties assigned by the supervisor.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Master's Degree from a regionally accredited institution required.
- Experience as a coach required.
- Eighteen (18) graduate semester hours in an academic field taught at the College preferred.
- Experience as an Athletic Director preferred.
- Experience in postsecondary athletics preferred.
- A commitment to the teaching-learning process of the community college and the open-door admission process.
- Evidence of having built and continuing to build strong community relationships.

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

None

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- ◆ Effective communication and interpersonal skills.
- ◆ Proven ability to build strong collaborative relationships.
- ◆ Proven ability to raise significant funds on an ongoing basis.
- ◆ Ability to develop and monitor budgets.
- ◆ Willingness to travel and work a flexible schedule as required.
- ◆ Ability to represent the College in a professional manner while recruiting or in public forums.

Reviewed by:

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.