



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 8/1/2023
Revised on: 2/26/2026

Job Title	Salary Schedule	Grade	Job No.
Head Softball Coach/ PE Instructor	D1		ID9849
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Athletics	Exempt	No	Yes

JOB SUMMARY: The person in this position has responsibility for recruiting athletes and coaching the women's softball team. The job requires organizational, administrative, coaching, and public relations skills necessary to field a competitive intercollegiate softball team for women. Instructors are responsible to the Division Chair and/or the appropriate Instructional Dean for planning, preparing, and presenting appropriate and effective learning experiences to students.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ A minimum of a master's degree with a minimum of 18 graduate semester hours in an Academic Instructional Area (which may include physical education) **from an approved U.S. Department of Education accredited institution** required.
- ◆ Prior experience in coaching softball at the high school or collegiate level required.
- ◆ Commitment to the teaching-learning process of the Alabama Community College System (ACCS) and the open-door admissions process.
- ◆ CPR/AED trained within first 90 days of employment.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Collegiate experience as a player preferred.
- ◆ A minimum of three (3) years of experience in collegiate softball coaching is preferred.
- ◆ Red Cross First Aid Instructor Certification preferred.
- ◆ Competency in the use of current educational technologies preferred.
- ◆ Experience with online courses preferred.
- ◆ Excellent oral, written, and interpersonal skills.
- ◆ Commitment to the community college mission.
- ◆ Experience with diverse populations.
- ◆ Successful problem-solving skills.
- ◆ Ability to work independently.
- ◆ Ability to deal effectively with students, other employees, and the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Requires frequent standing, walking, bending, and reaching during practices and games.
- ◆ **Manual Dexterity:** Regularly operates sports equipment and demonstrates softball techniques.
- ◆ **Lifting:** Must be able to lift and carry equipment weighing up to 50 pounds.
- ◆ **Communication:** Effective verbal communication is essential for instructing players and collaborating with coaching staff.

Work Environment:

- ◆ **Setting:** Work is performed in both outdoor fields and indoor facilities, subject to varying weather conditions.
- ◆ **Travel:** Frequent travel is required for away games, recruiting events, and conferences.
- ◆ **Schedule:** The position demands a flexible schedule, including evenings, weekends, and holidays, to accommodate practices, games, and recruiting activities.
- ◆ **Interaction:** Regular interaction with student-athletes, coaching staff, athletic trainers, and external partners is expected.

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date