



## **JOB FAMILY CONCEPT**

This family consists of three levels of athletic coaching work. Levels are distinguished based on type and complexity of work, degree of supervision received, and the level of autonomy. Positions in this family oversee an NCAA intercollegiate athletic sport within an athletic program. This job family is distinguished from other Athletic job families by the responsibility of developing the student-athlete physically, competitively, and emotionally, while enhancing the execution of competitive sports, managing the team, recruiting, fundraising, and determining competitive schedules.

## **TYPICAL FUNCTIONS**

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Assist in the strength and conditioning of athletes
- Ensure compliance with rules and regulations
- Plan and monitor budget
- Coordinate team travel and logistics
- Develop and implement selection, recruitment and retention programs for student-athletes
- Provide assistance in coaching and coordination of various positions on team
- Assist in identification, evaluation and recruitment of potential student-athletes in accordance with rules, regulations, policies and procedures
- Guide and promote success of student-athletes in academics
- Develop and implement team rules
- Coordinate pre-season training
- Provide guidance and assistance to athletes on personal and student-related matters
- Lead, monitor and coordinate training and practice sessions
- Ensure safety guidelines and standards are followed and maintained
- Advise and counsel with student-athletes regarding obligation to comply with applicable rules and regulations
- Provide assistance in coordination and administration of sports program
- Assist in fundraising, marketing, public relations, and outreach activities
- Participate in clinics, exhibitions and camp activities
- Represent athletic department at events
- Analyze performance and instruct players in game strategies and techniques to prepare them for athletic competition
- Observe players while they perform to determine need for individual or team improvement
- Coach players individually or in groups, demonstrating techniques of sport coached
- Oversee daily practice of players to instruct them in areas of deficiency
- Determine strategy during game, independently or in conference based on weaknesses in opposing team



- Recruit athletes
- Manage and coordinate team activities
- Supervise staff

### **LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

#### **Level 1**

**PCLS: 06421**

**Grade 77**

**Non-Exempt**

#### ***Descriptors***

Work is performed under intermittent supervision. Provide coaching, instruction and administrative oversight in support of a student-athletic program. Develop and monitor the strength and conditioning of athletes. Ensure compliance with rules and regulations. Coach athletes on sports fundamentals. Instruct and evaluate performance based on systems established by coaching staff. Motivate and prepare athletes for competition. May assist in the daily management of a sport. This level is distinguished from higher levels by the closeness of supervision, and limited responsibility and authority for serving as an assistant coach. The typical position at this level is Second Assistant Coach.

#### ***Knowledge, Skills, and Abilities***

Technical knowledge of area of specialty and coaching theories. Knowledge of NCAA and conference rules and regulations. Strong record keeping and organizational skills. Strong interpersonal and communication skills. Ability to counsel and motivate athletes.

#### ***Education and Experience***

Bachelor's degree in related field and two years relevant experience at the collegiate level, or an equivalent combination of training and experience.



**Level 2**

**PCLS: 06422**

**Grade 79**

**Exempt**

***Descriptors***

Work is performed under administrative supervision. Provide coaching, instruction, administrative and academic oversight in support of a student-athletic program. Plan and monitor budget. Responsible for team travel and logistics. Monitor and develop strength and conditioning of athletes. Guide and promote success of student-athletes on the team and in academics. Ensure compliance with rules and regulations. Coach athletes on sports fundamentals. Instruct and evaluate performance based on systems established by coaching staff. Develop and implement selection, recruitment and retention programs for student-athletes. Participate in department fundraising, sports promotion, and outreach activities. Assist in the daily management of the sport. May lead\*\* staff. This level is distinguished from level 1 by the full authority and responsibility to function as an assistant coach including providing mentoring, strength conditioning, recruiting, and outreach activities. The typical position at this level is Assistant Coach.

***Knowledge, Skills, and Abilities***

Same as level one, plus: Moderate knowledge of area of specialty and coaching theories. Moderate knowledge of NCAA and conference rules and regulations. Knowledge of university procedures and requirements for admission, progress and graduation. Skilled in recruiting student-athletes. Strong record keeping and organizational skills. Problem solving, analytical, and fiscal skills. Ability to assess athletic and academic ability of student-athletes. Ability to lead\*\*.

***Education and Experience***

Bachelor's degree in related field and three years relevant coaching experience at the collegiate level, or an equivalent combination of training and experience.

**Level 3**

**PCLS: 06423**

**Grade 81**

**Exempt**

***Descriptors***

Work is performed under long-range administrative direction. Provide coaching, instruction and administrative oversight in support of a student-athletic program that participates in a competitive conference or region. Develop and implement organizational strategies, goals and objectives to promote progressive, independent and team physical and cognitive skill development. Develop and implement team rules. Direct the selection, recruitment and retention of student-athletes. Coordinate pre-season training of athletes. Ensure compliance with policies, guidelines and rules of conduct. Provide leadership to department for fundraising, sports promotion, and outreach activities. Develop and prepare competition, tournaments and travel schedules for team. Supervise\*\* staff. Provide guidance, counseling and instruction to student-athletes. Oversee data management functions and budget. Authorized to commit the organization to major expenditures and obligations. This level is distinguished from lower levels by the primary responsibility for oversight of all aspects of a student-athletic sport(s). The typical position at this level is Head Coach.



***Knowledge, Skills, and Abilities***

Same as level two, plus: Advanced knowledge of area of specialty and coaching theories. Advanced knowledge of NCAA and conference regulations and guidelines governing the recruitment and retention of student-athletes. Advanced knowledge of University procedures and requirements for admission, progress and graduation. Knowledge of athletic recruitment methods and techniques. Knowledge and understanding of all aspects of sport specialty. Conflict resolution skills. Ability to lead and guide athletes in area of specialty. Ability to foster a cooperative environment. Ability to make administrative and procedural decisions and judgments. Ability to commit the organization to major expenditures and obligations. Ability to develop and implement rules. Ability to supervise\*\* an athletic program(s).

***Education and Experience***

Bachelor's degree in related field and four years relevant coaching experience, or an equivalent combination of training and experience. Master's degree preferred

- \* **Complexity:** Refers to the diversity of rules and regulations (e.g. federal, state, University, conference, NCAA, FERPA rules and regulations, national and international governing bodies). Complex positions typically have to interpret, apply and comply with the most scrutinized and difficult rules and regulations. Complexity increases as the application, interpretation and frequency of working with these rules and regulations increases.
- \* **Scope:** Refers to the size of the athletic program, or the impact that the athletic program may have on a school. Positions with large scope typically manage a large team, staff and program.
- \*\* **Lead:** Provide day-to-day guidance, training, and direction for staff in addition to other duties. Regularly assign and review work. Fluent in assigned area of responsibility.
- \*\* **Supervise:** Hire, train, evaluate performance, and initiate corrective action.

[July 1 2009 revisions included formatting document for consistency.]