

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR, FOOTBALL OPERATIONS/HEAD FOOTBALL COACH**

**BASIC FUNCTION**

The Director of Football Operations/Head Football Coach will be responsible for planning, developing, coordinating, administering, and evaluating services and programs relevant to the athletic success of the RCCD football program and its student-athletes.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned area administrator. Directs and/or supervises assigned District or program staff.

**CLASS CHARACTERISTICS**

This classification is responsible for the direction, administration, development, and related services of football program and its student athletes. Work is performed in coordination with the Athletic Director or appropriate administrator and requires developing programming for the overall success of the program and the student athletes.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Coaches student-athletes in the individual and team concept of support participation; oversees the direction of daily practice in season, coaches the team at games, and adheres to all regulations, rules, procedures, and policies for athletic programs as established by the NCAA, 3C2A, Southern California Football Association, and Riverside Community College District.
2. Assists athletes in preparation for transfer to a four-year college; schedules campus visits of four-year college coaches to recruit student-athletes; develops team and individual enthusiasm, discipline, and good morale as determined by the Athletic Director; and monitors student/athlete's scholastic progress in coordination with the counseling and athletic eligibility staff.
3. Oversee the strength and conditioning program for football student-athletes throughout the year; adheres to relevant policies, guidelines, and intercollegiate rules regarding football-related activities.
4. Impart concepts of coaching theory to student-athletes, including Formation of Coaching, Football Theory, and Football Offense; develops an overall strategy and game plan to be executed directly or indirectly through coordinators/assistant coaches; determines program goals, objectives, and related activities; schedules necessary time for required department and staff meetings; and schedules office hours throughout the year to meet with students, staff, and the community.
5. Organize, plan, coordinate, and evaluate intercollegiate programs; determines student eligibility for athletic programs; coordinates the identification and recruitment of eligible individuals; recruits actively in area high schools and contiguous districts, including high school visitations, individual contacts with athletes and their parents, home visits, follow-up correspondence, and telephone contact; coordinates campus visitation by athletes; in coordination with student services, financial aid, and relevant support areas, assists athletes in finding part-time employment and in securing financial aid; assists in disseminating information regarding assessment, orientation, counseling, and registration.
6. Remains current on coaching and leadership methodology, including literature in the field, attending coaching clinics, maintaining membership and participating in meetings of coaching associations at the local, state, and national levels; maintains professional conduct and ethical standards appropriate to the supervision and direction of athletics and student athletes; ensures the enforcement of all State

- Commission (CCCCAA), conference, and college recruitment, eligibility, and participation rules.
7. Supplies information to prepare media guides; provides public and media relations, including interviews and speaking engagements; assists and/or supports fundraising efforts for team activities and/or student athletes.
  8. Serves as a member of the Management Association.
  9. Schedules practices and games, including officials and referees; schedules field maintenance activities and setup, including reporting any field issues or safety conditions.
  10. Makes travel arrangements as necessary; administers the budget; and procures the appropriate equipment and supplies.
  11. Assist in the growth and success of a diverse population of students through careful preparation, effective teaching methodologies, and informed critical feedback and discussion;
  12. Collegially participate in department, college, and discipline-specific activities.
  13. Maintain currency in the field and participate in assignments and activities that support accreditation, institutional planning, shared governance, and institutional effectiveness;
  14. Participate in local, state, regional, and national professional activities, and organizations, including regional and state conferences and meetings; and,
  15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. General policies, procedures, and applicable laws related to human resources as applicable to the position.
2. Institutional accreditation, planning, and continuous quality improvement.
3. California Community College mission.
4. CCCCCAA playing rules, CCCCCAA transfer guidelines, and comprehensive community college philosophy.

### **Ability to:**

1. Analyze athletic skill and ability and respond with individualized instruction.
2. Develop and implement conditioning programs to prepare for intercollegiate competition.
3. Develop a recruiting plan and recruit effectively.
4. Provide leadership, energy, enthusiasm, and commitment to excellence in athletics.
5. Lead assistant coaches, communicate effectively, and work cooperatively with instructors, coaches, administrators, and support staff in a team-oriented environment.
6. Interpret and apply rules and regulations of the college, District, and intercollegiate associations.
7. Develop promotional events and raise funds.
8. Work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population.
9. Effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Work effectively in a participatory governance environment.
13. Communicate effectively, both orally and in writing.
14. Maintain subject matter currency.

**Education and Experience:**

A master's degree in physical education, education with an emphasis in physical education, sports management, kinesiology, physiology of exercise, or adaptive physical education or a closely related field and five (5) years of coaching experience as a head coach, offensive coordinator, and/or defensive coordinator; or an equivalent combination of education, training, and/or experience.

Experience as a college and/or professional football player or coach, experience recruiting college football players, and community college coaching experience is preferred.

**Licenses / Certifications Required:**

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

**PHYSICAL DEMANDS**

Must possess mobility to work in an athletic facility and field, and a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to view, assess, and determine coaching decisions; and hearing and speech to communicate in person and over the telephone. Must possess the ability to oversee practices and games in varying weather and field conditions. When working in an office, standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Positions in this classification may also stand for extended periods of time in the course of directing operations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS:**

Employee works mainly in an outdoor environment and is occasionally exposed to loud noise levels, cold and hot temperatures, and varying weather conditions. Employee may interact with upset individuals in interpreting and enforcing departmental policies and procedures.