

POSITION DESCRIPTION
PROFESSIONAL

POSITION TITLE: **Assistant Cheer and Dance Coach**

ORGANIZATION UNIT: **REPORTS TO:** **REVISION DATE:**
Athletics **Head Cheer and Dance Coach** **6/18**

I. Narrative General Description

The Assistant Cheer and Dance Coach reports to the Head Cheer and Dance Coach. This individual will be responsible for recruiting student athletes from the state of Kansas as well as assisting in the management of this activity program.

II. Functional Responsibilities

- A. Assist the head coach with practice sessions, workouts and coaching responsibilities assigned.
- B. Assist the head coach in all facets of office work, study hall, admissions, compliance and recruiting as determined and set forth by the head coach.
- C. Develops a comprehensive and functional knowledge of the activities and maintains thorough familiarity with all applicable college, rules and regulations.
- D. Scouts for and recruits quality student-athletes as directed by the recruiting philosophy of the Head Coach.
- E. Willingness to travel extensively to Kansas High Schools while promoting the college and securing the signing of Kansas student athletes.
- F. Assist in the development, preparation and/or revising of informational recruiting and college materials.
- G. Assist in responding to inquiries and maintaining regular contact with prospective students through, personal visits and telecommunication avenues.
- H. Assist in the implementation of the academic programs including the monitoring of individual student progress, the enforcement of study and tutorial programs.
- I. Works with student-athletes and monitors adherence to team rules and regulations concerning conduct, appearance, behavior and class attendance.
- J. Participates in public relations activities with media, civic groups and booster clubs to maximize exposure for the teams and to assist in promotional/fundraising activities as directed by the Head Coach.
- K. Willingness to chauffeur athletes and equipment to and from practice and/or games.
- L. Assist with the coordination of team travel, equipment issue and check in, inventory general administrative duties assigned.
- M. Teach twelve credit hours per year.
- N. Continually revise and update course content while maintaining a current syllabus for each course taught.
- O. Serve on college committees as appointed and actively participate in college and community activities.
- P. Participate in the development and implementation of the institutional assessment plan as required for North Central Accreditation.
- Q. Perform special assignments and related duties as assigned.
- R. Meet attendance expectations as required for the position which may include a willingness to work unusual hours including evenings and week-ends as needed.

III. Required Knowledge, Skills, and Personal Qualifications

- A. Ability to effectively work with various public and diverse populations. Human relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in students.
- B. Willingness to enforce institutional policies and procedures.
- C. Ability to coordinate with campus personnel to resolve problem conflicts.
- D. A fundamental knowledge of cheerleading, gymnastic and dance techniques.
- E. Valid Driver's License
- F. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

IV. Required Experience

- A. At least three years coaching/participation experience.

V. Required Educational Background

Minimum of a Bachelors Degree from a regionally accredited institution of higher learning recognized by the US Department of Education.