

attempts to increase present revenue sources and develop new sources should be coordinated through and approved by the Athletic Director's office.

- L. Establishes and ensures communication and enforcement of rules and regulations regarding student conduct, appearance, behavior and class attendance.
- M. Demonstrates a cooperative attitude toward all other sports within the intercollegiate athletic program.
- N. Coordinate scholarship paperwork and oversee the completion of financial aid paperwork, admission criteria and eligibility certification. Submitting names of all athletes participating in his/her sport to the Registrar for eligibility certification.
- O. Teach 12 credit hours per year or perform a secondary job of equal or greater value as assigned by the Administration.
- P. Revise course material and update content maintaining current syllabus for each course taught. In addition to providing two copies of each syllabus to the Vice President for Academic Services and one copy to the Athletic Director.
- Q. Serve on college committees as appointed. Actively participate in the development and implementation of the institutional assessment plan as required for the Higher Learning Commission Accreditation.
- 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.
- S. Actively participate in college and community activities.
- T. Attend and participate in commencement exercises in academic attire.
- U. Performs special assignments and related duties as required or assigned by the Athletic Director.

III SUPERVISES THE FOLLOWING STAFF

- A. Assistant Coaches
- B. Work study students assigned to the program

IV. REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS

- A. Excellent communication skills both oral and written
- B. An understanding of the mission and role of the comprehensive community college.
- C. Knowledge of various levels of education including high school, community college and four-year colleges and universities.
- D. Ability to establish and maintain effective working relationships with other department staff, faculty, students and public.
- E. Ability to coordinate with campus personnel to resolve problems/conflicts.
- F. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
- G. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.
- H. Ability to effectively work with various public and diverse populations.
- I. Human relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in students.
- J. Willingness to enforce institutional policies and procedures.
- K. A thorough knowledge of the game of Softball as a team sport.
- L. Administrative ability to manage details of budget, scheduling, recruiting and supervision of student progress in academic endeavors.

V. REQUIRED EXPERIENCE

- A. At least three year's coaching/participation experience, preferably at the post-secondary level.
- B. Teaching experience preferred.
- C. Experience working with students with diverse backgrounds/life experiences.

VI. REQUIRED EDUCATIONAL BACKGROUND

Master's Degree preferred from a regionally accredited institution of higher learning recognized by the US Department of Education. Bachelor's degree is required.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION: The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.