



Head Football Coach

Management Range: 17

Board Approved: 02/13/25

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general direction of the appropriate administrator, the Head Football Coach is a management position responsible for facilitating and overseeing all aspects of the football program, including recruitment, coaching, managing coaching staff, and student-athlete development. The position requires a commitment to student-athlete success, both on the field and academically, while adhering to the rules and regulations of San Bernardino Community College District, the California Community College Athletic Association (CCCAA), the college, and other governing bodies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Program Management and Coaching

1. Lead, plan, and oversee the daily operations of the football program.
2. Develop and implement a comprehensive program philosophy that aligns with SBVC's mission, values, and student-centered approach.
3. Design and execute effective practice plans, games strategies, and conditioning programs.
4. Establish strong relationships with local high schools, club teams, and community organizations to build a sustainable recruiting pipeline.
5. Recruit and retain student-athletes by creating a supportive and competitive environment.
6. Manage program budgets, equipment inventory, and team scheduling.
7. Coordinate travel arrangements, team logistics, and game-day operations.
8. Coordinates fundraising and community engagement efforts, football program events, marketing with SBVC standards of excellence.
9. Implement strategies to enhance student-athlete matriculation, academic success, and retention by fostering a supportive environment that prioritizes academic success, personal development, and community engagement.
10. Supervise assistant coaches and ensure compliance with college and athletic association rules, training, evaluation, and professional development.
11. Utilize evidence-based strategies to foster student success and student equity.
12. Provide on-field instruction and coaching.
13. Monitor academic progress and support student-athletes in achieving academic goals and student development.



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Teaching and Instruction

14. Prepare and deliver instruction to undergraduate students in Coaching courses.
15. Foster and maintain an inclusive, dynamic learning environment that promotes academic excellence and intellectual growth.
16. Align instruction with established curriculum standards, ensuring adherence to course outcomes and learning objectives.
17. Develop a learning atmosphere that encourages critical thinking, open dialogue, and collaborative problem-solving.
18. Assess and evaluate student performance through diverse methods, providing timely and constructive feedback on student work.
19. Offer dedicated support to students through regular office hours, mentorship, and individualized assistance outside of class sessions.

Compliance and Administration

20. Ensure adherence with CCCAA, SCFA, and SBCCD rules and regulations
21. Ensure academic success of student-athletes by understanding student matriculation processes, academic support, eligibility requirements, and support services.
22. Collaborate with the Coaching Department Chair on teaching administrative duties.
23. Maintain accurate academic records.
24. Represents SBVC at athletic events, community functions, public engagements and meetings.
25. Collaborates with marketing to promote the football program.
26. Maintain appropriate standards of professional conduct and ethics
27. Perform other related duties as assigned

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Rules, regulations, and best practices governing intercollegiate football and related operations in a community college setting.
- Policies and procedures of the California Community College Athletic Association (CCCAA), NCAA, NAIA, and other governing bodies applicable to community college athletics.
- Advanced coaching techniques, player development strategies, and program-building practices.
- Principles and functions of the California Community College system, including its mission, philosophy, and objectives.
- General principles of organization, program management, and employee supervision and training.
- Budget planning, financial management, and resource allocation for athletic programs.
- Effective program planning, implementation, and evaluation methodologies.



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- State reporting systems, compliance standards, and local community needs related to student-athlete success and engagement.

Ability to:

- Strategically plan, organize, and direct all aspects of a comprehensive intercollegiate football program, including recruitment, player development, and operations.
- Analyze program performance and recommend innovative changes to enhance outcomes and meet institutional goals.
- Lead and supervise staff, fostering a collaborative and results-oriented environment.
- Communicate effectively both orally and in writing, adapting to various audiences and purposes.
- Mediate and reconcile divergent viewpoints to achieve consensus and maintain program integrity.
- Build and maintain cooperative working relationships with internal and external stakeholders, including management, faculty, staff, students, and the local community.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, ensuring equity and inclusion in all program aspects.

Special Conditions:

- Hours of work may not coincide with the hours of normal campus activity. Weekend and evening work required.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education and Experience:

- Possession of a Master's degree from an accredited college or university.
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Preferred Education and/or Experience:

- Three (3) years of coaching experience or athletic administrator, preferably at the collegiate level.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments, including classrooms, offices, gymnasiums, weight rooms, and athletic fields with frequent interruptions and distractions; exposure to varying weather conditions, including heat, cold, wind, and rain, during practices and games; exposure to dissatisfied individuals.



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Physical: Primary functions require sufficient ability and mobility to work in various settings; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.