



Clark Atlanta University Job Description

Position Title:	Defensive Coordinator
Department:	Athletics
Reports To:	Head Football Coach

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Defensive Coordinator is responsible for supporting the Head Football Coach by coaching student athletes, recruiting, monitoring student athletes academic progress, scheduling, managing travel and scholarships and overseeing the discipline, conduct, and image of the student athlete for Clark Atlanta University's NCAA Division II intercollegiate football program.

This position reports to the Head Football Coach. This is a professional coaching position and all of the duties of the position must be conducted in adherence with the policies, rules, and regulations of affiliated national, regional, and state intercollegiate athletic associations, the SIAC and the University. This work may include coaching in outside areas, hot and cold weather, and exposure to elements such as rain, snow, dirt, fumes, and loud noises. The duties require moderate to active physical activity, handling of weights and objects weighing 25 to 50 pounds, and standing or walking more than four hours per day. This position will be seasonal.

Examples of Duties and Responsibilities:

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Recruit quality prospective student-athletes and ensure timely submission of their academic records for admissions. Participate in recruitment and designation of scholarship athletes.
- Plan coaching and practice sessions in accordance with NCAA and Conference regulations.
- Coach team members individually and in groups, and demonstrate game techniques. May manage a designated skill development area or group of positions (offense, defense, linebackers, quarterbacks, receivers, etc.)
- Ensure adherence to all Association, Conference, and University rules by athletes and supporting staff.
- Monitor academic progress and status of team members, implementing action plans through appropriate staff when needed.
- Monitor and maintain the discipline and conduct of student athletes to support the image and reputation of the athletics program.
- Perform additional duties assigned by the Head Football Coach and/or the Athletic Director
- Communicate and coordinate a unit (HC will determine capacity)
- Assist with training camp schedule and with setting up any officials needed for scrimmages
- Prepare All Practice Scripts
- Direct and coordinate the video staff (students and volunteers)
- Responsible for trading film/coordinating with league office and officials

Knowledge, Skills and Abilities

This position requires a Bachelor’s degree from an accredited university in an appropriate area of specialization, 2-5 Years of coaching experience at the high school level or above.
Demonstrates knowledge and understanding of athletic department procedures and compliance guidelines of the SIAC and the NCAA Division II rules and regulations
Demonstrates strong communication skills and the ability to respond to the general public concerning the program
Demonstrate a complete knowledge of first aid techniques

Minimum Hiring Standards

Education	College Degree
Years of Experience Required	2 Years High School or Above
Years of Management/Supervisor Experience	Collegiate Level Coaching Preferred/Graduate Assistant or Student Assistant