



## Clark Atlanta University Job Description

<b>Position Title:</b>	<b>Assistant Football Coach - Defensive Coordinator</b>
<b>Department:</b>	<b>Athletics</b>
<b>Reports To:</b>	<b>Head Football Coach</b>

*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 Assistant Football Coach 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.

### **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.)
- Develop and recommend game strategy and position assignments.
- Monitor the purchase of uniforms, equipment and supplies, including accountability for expense control and administration of the sport's budget.
- Participate in the selection and fitting of team equipment.
- 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
- Coordinate the defensive unit in all phases and submit to the Head Coach for final approval

### **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**

<b>Education</b>	College Degree
<b>Years of Experience Required</b>	2 Years High School or Above
<b>Years of Management/Supervisor Experience</b>	