



JOB DESCRIPTION

Form: HRF5005, Ver. 1, 06/24/2010

DATE: 3/19/18

POSITION #: PA9826

NAME OF INCUMBENT(S): _____

JOB TITLE: Assistant Cross Country and Track Coach

DIVISION: Student Services

DEPARTMENT: Athletics REPORTS TO (position #): FA9818

STATUS: Please place a ✓, X or highlight the text for the appropriate status and fill-in the blanks.

<input type="checkbox"/> Regular/Continuing	<input type="checkbox"/> Temporary/Grand-Funded
<input type="checkbox"/> Bargaining Unit: _____	<input type="checkbox"/> Full-Time (40 hrs); Part-time: <u>20</u> Hours/week
<input checked="" type="checkbox"/> Non-Bargaining	<input type="checkbox"/> Individual position or <input checked="" type="checkbox"/> Pooled position (more than one employee)

PAY TABLE/LEVEL/GRADE: _____

JOB SUMMARY: *This section should summarize the overall purpose ("mission") of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.*

Recruits, selects, teaches, and monitors student-athletes with respect to being a student athlete at LCC. Primary focus is on student athletes' academic success and development as good citizens and representatives of the College. Secondary focus is on the development of student athlete's athletic abilities within the sport of cross country and track. Follows rules and guidelines in accordance with NJCAA and MCCA. Works with Head Coach in developing preliminary budget, schedules, travel and equipment needs.

DIRECT REPORTS: *If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s (add more pages & #s if needed) of those supervised:*

position # _____ position # _____ position # _____ position # _____ position # _____

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements (add more pages if needed). List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.*

- 50 % Coach and teach fundamentals to student athletes using sound and acceptable teaching practices to prepare them for intercollegiate competition in the sport of cross country and track. Foster sportsmanship and fair play.
- 20 % Recruit and promote LCC to prospective student athletes.
- 15 % Maintain team statistics as required by the MCCA and the NJCAA on the NJCAA website.
- 15 % Develop team practice and game schedules as well as coordinate team travel.

CORE COMPETENCIES: Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

Will need to have good communication skills, both oral and written. Must have good leadership skills in the development of the student athletes and the Head Coach. Will need to have good decision-making skills pertaining to practice and in-game decisions. Must be able to problem solve in the moment for the success of the team and in the best interests of Lansing Community College.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

High School Diploma required with cross country and/or track coaching experience at high school level or above. Strong knowledge of sport training and strategies. Good driving record required.

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

WORK ENVIRONMENT: Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

Incumbent's name (if any) (print)	Incumbent's signature*	date
Supervisor's name (print)	Supervisor's signature*	date
Dean/ELT's name (print)	Dean/ELT's signature*	date
Note: * signature means approval; otherwise return for signatures		
Human Resources Rep (print)	Human Resources signature	date
Note: position description to be reviewed annually, upon posting or transfer of person and position		

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Use the toolbar option to highlight all materials, equipment, and functions below & fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: PA9826 Dated: 7/2016 Supervisor's Position #: FS9818

Materials Used:

Standard Office Equipment:

Computer keyboard, mouse, screen (either desktop or laptop)

Various software (spreadsheet, word-processing, web-base, other media)

Telephone, blackberry, fax

Copier, collator, reproduction

Standard Trades Equipment:

Carpentry

Electrical

Plumbing

Other repair/maintenance tools, please list: _____

Paper and pencil/pen

Projector and screen

Other, please list: Audio Visual equipment

Mental Functions:

Comparing (compare/contrast data, people, things)

Copying (entering, posting, transcribing data)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, things)

Analyzing (examine, test data, present alternative actions)

Synthesizing (combine data, concepts, interpretations)

Auditory Functions:

Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

Near acuity (at 20 inches or less when minute accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up-down and right-left)

Smell and Tasting Functions:

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Extreme noises

Vibrations

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)

Confined/restricted spaces

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