



NOTICE OF VACANCY

Head Football Coach

Reports To: Athletic Director

Description of Position: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Head Football Coach will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The primary responsibilities include developing and managing every aspect of the football program including recruitment, organization of practices, games, scheduling, budgeting, facility and equipment maintenance. The Head Football Coach reports to the Athletic Director.

Duties and Responsibilities

Essential job functions include but are not limited to the following:

- Assist in the transportation of student-athletes to and from medical facilities, in conjunction with the MDCC head athletic trainer.
- Attend professional meetings and workshops on a yearly basis.
- Complete annual performance evaluations of all MDCC football program's coaches and staff.
- Coordinate discipline for the program, both on and off the field. This includes managing student athletes' misconduct appropriately and immediately.
- Coordinate housing arrangements for student-athletes with campus personnel.
- Coordinate team travel needs with the Athletic Director and Athletic Administrative Assistant.
- Demonstrate a cooperative attitude & spirit toward all other sports within the athletic department.
- Demonstrate a professional appearance and behavior at all times.
- Demonstrate a thorough knowledge of the NJCAA, MACCC and Mississippi Delta Community College rules and regulations and adhere to each.
- Determine the football program's competitive game schedule, in conjunction with the Athletic Director.
- Maintain a clean appearance of the football facilities (i.e., locker room, meeting rooms, restrooms, etc.) along with proper field and seating maintenance, at all times.
- Manage all administrative, fiscal and operational activities for the football program. This includes completing and submitting any and all required documentation in a timely manner.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

Duties and Responsibilities (cont.)

- Monitor the academic progress and status of members of the team, including the implementation of action plans through appropriate staff when needed.
- Promote the athletic program and the football program through involvement in the community, fundraising, marketing and public speaking.
- Recruit quality prospective student-athletes and ensure timely submission of their academic records for admissions.
- Regularly inspect field and equipment to ensure safety.
- Report any issues regarding the field and football facilities immediately (i.e., scoreboard, restrooms, etc.)
- Select qualified assistant coaches, and doing so by adhering to college personnel hiring policies, procedures, and practices.
- Perform other duties as assigned by the Athletic Director.

Mandatory Requirements

- Bachelor's degree from a regionally accredited institution in Physical Education, Sports Administration, Education Administration, Higher Education Administration, Organizational Leadership, or related field.

Preferred Qualifications (but not required)

- Master's degree from a regionally accredited institution in Physical Education, Sports Administration, Education Administration, Higher Education Administration, Organizational Leadership, or related field.
- Prior full-time head coaching experience with evidence of effective leadership, passion for football, and in-depth knowledge of the game.
- At least five (5) years of experience at the collegiate level.
- Working knowledge of National Junior Collee Athletic Association (NJCAA) Division I and Mississippi Association of Community & Junior Colleges (MACJC) conference regulations.

Physical Demands

The physical demands described here 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 functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires frequent travel and may require working some evenings and weekends.

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Official** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

External/Internal – December 19, 2020

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