

Sam Houston State University Human Resources

Staff Classification Description – Coach, Head Track

Skill Category: Professional
Position (Employee) Class: 3N211 (E1)
Grade: 16
Date: 11/2014

Department: Athletics

Educational & Experience Requirement: Master's Degree in Kinesiology or related field with a minimum of five years professional coaching experience in respective sport. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Serves as Head Track Coach for the Men and Women teams, and be responsible for all total activities, operations, and policies of the track program. Represents the Athletic Department on matters related to track at conference, state and national levels.

Supervision Given & Received: Works under the general direction of the Athletic Director. Will normally supervise one part-time coach, two graduate assistants and approximately 60 student-athletes.

Primary Responsibilities: The primary duty of this position is teaching/coaching student athletics to perform their sport. Duties involve directing, planning, and implementing the overall operation of the track program. Recommends and manages a budget within University fiscal policies. Operates programs within university, state, and national guidelines. Fosters a track program that promotes a positive image of the University and its mission. Manages the available athletic scholarships within the requirements of the conference. Recruits quality student-athletes in adequate numbers to insure that team performance is capable of meeting institutional goals. Monitors all team travel arrangements. Works closely with assistant coaches to assure their understanding and compliance of associations and conference rules and regulations. Work includes responsibility for planning interrelated activities, and coordinating track staff functions. The exercise of judgment is an important factor in the performance of duties since undesirable consequences or losses may result from errors in judgment. Performs other related duties as assigned.

Other Specifications: Must demonstrate knowledge and understanding of track rules, compliance regulations, and conference and NCAA rules and policies. May be required to teach in an academic program at the discretion of the Athletic Director. Will be required to organize and direct two fund raising events or camps a year. Expected to develop an appropriate rapport with community and University personnel. Must be knowledgeable of all NCAA and conference rules. Must adhere to NCAA and conference bylaws. Must be supportive of institutional compliance and academic programs. Must report all NCAA and conference violations to proper personnel. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

