

## Sam Houston State University Human Resources

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### Staff Classification Description – Coach Associate

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**Skill Category:** Professional

**Position (Employee) Class:** 3N202 (E1); 3N223 (EA)

**Grade:** 12

**Date:** 6/2016

**Department:** Athletics

**Education & Experience Requirements:** Bachelor's Degree in Kinesiology or related field with two years coaching experience. Coaching experience in track and field is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Serves as a coach, assistant coach, or other position in one or more university-recognized intercollegiate activities or special athletic programs.

**Supervision Given & Received:** Works under general supervision from other coaches and supervises staff and student employees as assigned.

**Primary Responsibilities:** The primary duty of this position is teaching/coaching student athletics to perform their sport. Assists the Coach in coaching duties, team supervision, and scheduling. Maintains team discipline and moral standard at all times and on special assignments. Performs standard and accepted duties of coaching in various athletic activities. Recruits prospective student athletes. Adheres to National Collegiate Athletic Association (NCAA) Division I sports rules, conference bylaws, compliance regulations, and conference recruiting rules and policies. Supports institutional compliance and academic programs, and maintains athletic and academic records. Reports all NCAA and conference violations to proper personnel. Teaches, tutors, instructs or lectures student athletes in the rules and fundamentals of their sport. Instructs student athletes in the areas of physical health, team concepts, and safety; designs instructions for individual or team needs. May be required to teach in an academic program at the discretion of the Athletic Director. Performs other related duties as assigned.

**Other Specifications:** Must have thorough understanding of NCAA Division I sports rules, compliance regulations and conference recruiting rules and policies. Develops 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.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**