



ASSISTANT COACH-FOOTBALL OFFENSIVE COORDINATOR

GENERAL DESCRIPTION OF CLASS

Under the general direction of the assigned administrator, the Assistant Coach-Football Offensive Coordinator is responsible for the planning, implementation, and evaluation of all offensive phases of the football program. This position assists with recruitment, retention, academic success, player development, compliance, fundraising, and daily football operations while supporting the mission of the college and athletic department. The Offensive Coordinator serves as a key member of the football leadership team and contributes to the development of student-athletes both athletically and academically.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Develop, install, and manage the offensive philosophy, schemes, terminology, and playbook.*
2. Design weekly offensive game plans based on opponent tendencies, personnel, and scouting reports.*
3. Call offensive plays during games or assist with play-calling strategy.*
4. Analyze opponent film and prepare scouting reports using current software.*
5. Evaluate offensive performance using analytics, statistics, and film study to improve efficiency and execution.*
6. Coach an assigned offensive position group (quarterback, wide receiver, offensive line, running back or tight end).*
7. Conduct position meetings, practice drills, and skill development sessions.*
8. Monitor strength, conditioning, and offseason development plans.*
9. Promote leadership, discipline, and team culture among student-athletes.*
10. Identify, evaluate, and recruit prospective student-athletes from assigned recruiting territories.*
11. Maintain communication with high school coaches, club coaches, and recruiting contacts.*
12. Organize campus visits and recruitment events.*
13. Assist with transfer placement and four-year university advancement.*
14. Monitor academic progress, eligibility, attendance, and retention of assigned student-athletes.*
15. Work collaboratively with Athletic Counselor and Athletic Eligibility Specialist, faculty, and academic support staff.*
16. Promote academic accountability and graduation/transfer success.*
17. Assist with practice planning, travel coordination, equipment management, and game-day operations.*
18. Support inventory management for uniforms, equipment, and technology.*
19. Assist in budget planning and purchasing recommendations.*
20. Maintain knowledge of all applicable California Community College Athletic Association / conference eligibility and compliance rules.*
21. Participate in fundraising, camps, clinics, booster events, and community outreach.*



22. Represent the football program positively on campus and in the community. *
23. Assist with alumni relations and donor engagement.*
24. Assist with planning and execution of special projects and events.*
25. May represent the District at local, regional, and state athletic competitions and or events.
26. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.
27. Serves on a variety of District and/or college committees as requested.
28. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's degree*; **AND**
- Two (2) years of coaching experience at the community college, NCAA, or equivalent competitive level.
- Demonstrated experience coaching offense or coordinating offensive systems.

* Bachelor's degree education equivalency is a 1 to 1 equivalency, one (1) year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Master's degree
- Previous offensive coordinator experience at collegiate level
- Junior college recruiting experience
- Experience with transfer placement / NCAA recruiting pathways
- Experience using analytics and film breakdown software
- Teaching or student services experience

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Certification within the first 6 months of employment (probationary period).
- Required to travel for various off-site competitions, recruiting activities, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title 5 as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Operations, services, and activities of assigned intercollegiate program.
- Applicable laws, codes, regulations, policies, procedures, and ordinances pertaining to the specific responsibilities of the position.
- Principles of athletic programming and educational development, including intercollegiate rules on sportsmanship, eligibility, and scheduling.
- Budget planning and control.
- Principles and practices of training.



- Effective instructional methods and strategies and the understanding of the learning processes as it applies to the needs of diverse students and athletes.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, and equipment including computers, computer hardware and peripheral equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Microsoft Office Suite.

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand, interpret, and apply District policies, procedures, rules, and regulations.
- Manage multiple services and functions.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies.
- Read, understand, learn, interpret, and apply rules, regulations, policies, procedures, and collective bargaining agreements.
- Determine student and faculty needs.
- Develop effective instructional curricula.
- Motivate and provide direction to a diverse group of students and staff.
- Comprehend and stay current with evolving, complex regulations in 3C2A.
- Work independently while making sound, educated decisions.
- Make required mathematical calculations accurately.
- Engage in community service.
- Maintain records accurately and with confidentiality.
- Analyze and assess program and operational needs.
- Manage budget expenditures and resource development.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.



SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides work direction and guidance to staff, student workers, student assistants, and/or short-term, temporary employees. The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works in indoor and outdoor environments including gyms and athletic fields with constant interruptions from student athletes, students, faculty, and staff.

Working Conditions

The incumbent is subject to work in sports facilities and athletic venues; Incumbents will be subject to driving to conduct work and must be able to react to emergency situations in various locations and are subject to exposure of bodily fluids and other communicable diseases. Work is performed indoors and outdoors in a variety of weather conditions. Travel is required. Weekends and Holiday work is required during the competitive season.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, gender identity, gender expression, color, national origin, language, accent, citizenship status, immigration status, ancestry, age, religion, sex, sexual orientation, parental status, marital status, veteran status, pregnancy, genetic information, physical or mental disability or medical condition, or on the basis of these perceived characteristics.