

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Assistant Football Coach

The Assistant Football Coach is a full-time, 11-month (July 1 - May 31) benefitted position under the direction of the Head Football Coach. This position is responsible for coaching, recruiting and on-campus visit planning, game and practice planning, minor administrative tasks, and monitoring student-athlete academic performance. The Assistant Football Coach operates in accordance with Maine Maritime Academy, North Atlantic/New England Men's and Women's Athletic Conference, and NCAA rules, regulations and policies. The employee must be committed to promoting academic and athletic achievement in a way that is fully aligned with the mission of Maine Maritime Academy Athletics and the NCAA Division III philosophy

Coaching Duties

- Assist with teaching and coaching during practices and games.
- Assist with all practice planning and game planning.
- Assist with pre and post-season conditioning and weight training.
- Assist with academic monitoring and the personal development of student-athletes.
- Assist with evaluation and recruitment of academically qualified and highly skilled student-athletes.
- Contribute to building a positive team culture.
- Other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to embrace the school's mission
- Strong written, verbal and interpersonal/professional communication skills required
- Outstanding leadership skills and ability to work effectively and respectfully with student-athletes, coaches, administrators and staff.
- Ability to inspire and motivate;
- The position requires strong planning, time management, organizational skills and attention to detail;
- Flexibility and initiative, and the ability to work independently as well as part of a team.

- Outstanding work ethic, as well as a high level of demonstrated initiative, self-direction, and self-confidence.
- Proven ability to work effectively and collegially with a diverse population and to display a genuine interest in the school community.

REQUIREMENTS

- Bachelor's degree from four year college or university preferred
- Valid driver's license
- Collegiate coaching and/or playing experience preferred.
- Knowledge of NCAA rules and regulations required.

SPECIAL CONDITIONS

- Tobacco-free campus.
- Criminal background check required.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Alumni, Parents, Students and various external and internal constituencies
- Travel, long hours, evenings and several weekends as necessary
- Occasionally lift, push and move up to 30 pounds
- Exposure to the elements during regularly scheduled outdoor activities
- Requires occasional lifting, stooping, kneeling, crouching
- Moderate to active physical activity.
- Required to manipulate keyboard and use of computer monitor.

Maine Maritime Academy Position Factor Evaluation

Job Title: Asst Football Coach

Job Code: 22550

Wage Grade: 8

Total Points: 254

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	3	108
2	Effort		
	I. Mental and Visual Effort	3	24
	II. Physical Effort	3	30
3	Responsibility for Cost Control	1	8
4	Responsibility for Others		
	I. Injury to Others	3	24
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	1	8
5	Working Conditions	2	20
6	Responsibility for External/Internal Relations	3	24

Date of last reclassification 02/2018