POSITION DESCRIPTION

TITLE: Head Baseball Coach – (Exempt)
       10 Month, Full Time

Collective Bargaining – Ineligible – Managerial
Definition – The Board approved definition of a managerial employee is an employee who is
engaged predominantly in executive and management functions of the College or who is
designated with the responsibility of directing the implementation of management policies
and practices and who customarily and regularly exercises discretion and independent
judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission,
goals, and objectives of the College and is expected to administer the policies and
procedures defined in the Employee Handbook as approved by the President and the
Board of Trustees.

JOB SUMMARY:

The Head Baseball coach is responsible for managing all phases of a competitive NCAA Division III
athletic program. Responsibilities include recruitment of qualified student-athletes; scheduling of
contests; administration, organization, and evaluation of all aspects of the program; adherence to all
NCAA Division III, conference and institutional rules and procedures; and teaching physical education
courses. The position is full time and reports to the Assistant Athletic Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed
in positions allocated to this class. The omission of specific statements of duties does not
exclude them from the position if work is similar, related, or a logical assignment to the
position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Recruits and enrolls qualified student athletes.
- Works with the admissions staff and the athletics recruiting coordinator in providing information to
  any interested prospective student athlete.
- Communicates contacts with prospective student athletes to the Director of Admissions.
- Advises and directs all squad members, captains, team representatives, managers.
- Schedules and arranges practices and competitions.
- Prepares a schedule that complies with department policy, goals and objectives.
- Supervises all assistant coaches.
- Organizes and conducts efficient training sessions.
Scouts and prepares student athletes for opponents through effective game strategies.

Reviews and upholds all SMCM, NCAA, and CAC rules, regulations and policies.

Plans, prepares, and conducts alumni events and programs.

Prepares and submits a sport budget for approval as requested by the director.

Administers the sport’s budget in a fiscally responsible manner.

Coordinates team travel, housing and meals for away events.

Submits travel itinerary for each away contest.

Demonstrates a high level of leadership, sportsmanship, and personal and ethical conduct becoming of a public honors college, the CAC, NCAA and appropriate coaching associations.

Reviews annually the NCAA, CAC, and sport rules and adheres to them.

Attends all required SMCM coaches meetings and CAC coaches meetings.

Communicates and cooperates with the training staff regarding athlete medical clearance, injury prevention, rehabilitation and the status of injured athletes.

Submits game and practice requests to the appropriate personnel.

Notifies the appropriate personnel of any roster additions or deletions as soon as possible via the athlete drop/add form.

Assures that all game and practice uniforms, clothing, and equipment are returned to the equipment room within one week of the last contest.

Communicates, cooperates and assists the athletic and institutional staff with the daily management of the sport program.

Develops promotional events and strategies for home contests.

Teaches physical education classes.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree required; Master’s preferred.

Experience at the college level preferred.

Knowledge of NCAA and CAC rules and regulations.
• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.