POSITION: Women’s Head Basketball Coach

QUALIFICATIONS:
1. A bachelor’s degree from a regionally accredited institution is required; Master’s degree with 18 hours in a second teaching discipline preferred (BIO, ENG, MTH, etc.)
2. Five years of directly related experience, experience coaching high school and college basketball preferred
3. Effective oral, written and interpersonal communication skills
4. Cardio-Pulmonary Resuscitation (CPR) Certification and First Aid Certification, or the ability to obtain certifications
5. Must have a valid driver’s license and CDL license, or must be willing to obtain a CDL license
6. A person of integrity, who demonstrates sound character and leadership

RESPONSIBILITIES:
1. Manage basketball budget and pay all budget items in cooperation with WSCC business office
2. Teach physical education activity courses per semester/term as assigned
3. Demonstrate proper sportsmanship and respect for players, opponents, fans, and other coaches
4. Maintain good public relations with media, boosters, advisory committee members, parents, officials, players, community, etc.
5. Establish and maintain cooperative working relationships with students, faculty, staff, administration, parents, and the community
6. Serve as a positive role model for students, coaching staff, and the community
7. Demonstrate knowledge of and ability to implement effective coaching theory, strategies, and techniques appropriate for the community college environment
8. Monitor athletes’ class attendance, grades and personal conduct
9. Respond promptly to player injuries with approved first aid techniques and report injuries to athletic director and administration in a timely manner
10. Work effectively with student athletes of varying abilities, social, economic, and cultural backgrounds to instill commitment, discipline, and teamwork
11. Demonstrate knowledge, adhere to and keep abreast of the National Junior College Athletic Association and the Alabama Junior and Community College Conference policies, rules and regulations
12. Provide game results to the media; keep season and game-by-game statistics and records; provide statistical reports to Athletic Director, Program Director, and Alabama Community College Conference as needed and/or requested
13. Apply discipline in a positive, firm and consistent manner according to policy
14. Engage in a continuous process of updating program activities, and services to best meet the needs of the community
15. Schedule games with consideration for other campus and athletic department events;
16. Coach all aspect of women’s basketball
17. Coach weight training, conditioning, and practice
18. Transport team to ballgames
19. Stay abreast of the latest information on coaching, attend coaching clinics, attend mandatory ACCC meetings
20. Clean and maintain equipment room and locker room
21. Maintain an active schedule to recruit prospective players, contact high school coaches, attend high school tournaments, conduct tryouts, visit prospective players and parents, tour campus with prospective players and parents, assist out of town players to relocate here, aid in students’ enrollment, ensure player eligibility
22. Coordinate officials, score keepers, and announcers for home games
23. Order uniforms, supplies, and equipment
24. Conduct fundraising activities to support the athletic program
25. Instruct classes as assigned or provide student services as assigned
26. Perform other duties as assigned by the Athletic Director, Dean or President

**SALARY**: Appropriate placement on Salary Schedule C3 ($35,000 – $55,000) of the ACCS Salary Schedule. This is a 40 hour/week, nine month position, with the possibility of summer employment.

**APPLICATION PROCEDURE**: A complete application packet must be received in the Human Resources Office no later than 1 p.m., Friday, March 9, 2018. A complete application packet consists of:

1. Completed Wallace State Community College employment application with three work references
2. Résumé
3. Cover letter describing specifically how your experience and qualifications meet the qualifications outlined for the position
4. Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature
5. Separate transcripts from each college attended (photocopies will suffice until employed)

*Remember that the work experience verification completion is your responsibility and must be demonstrated by you in your application materials.*

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. **All application materials must be submitted as a complete packet and will become the property of the College. Applicants who fail to submit all required information will be disqualified. Only application packets received during the period of this announcement will be considered.** Applications are available at www.wallacestate.edu/employment or by calling (256) 352-8295 and should be submitted to:

Human Resources Department  
Wallace State Community College  
P. O. Box 2000  
Hanceville, AL 35077-2000  
Phone: 256-352-8029

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

**APPLICATION DEADLINE**: The deadline for receipt of all application material is March 9, 2018.

**ADDITIONAL INFORMATION**: The College reserves the right to fill the position within four months of the stated deadline date or not to fill the position due to budgetary or operational considerations. Further, the College reserves the right to fill more than one position should circumstances warrant the need to fill more than one position.

Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

*It is the sole responsibility of the applicant to ensure his or her application packet is complete. Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.*

**Wallace State Community College** is an equal opportunity employer. It is the policy of the Alabama Community College Systems, including all postsecondary community and technical colleges under the control of the Alabama Community.
College System Board of Trustees, that no employee or applicant for employment or promotion on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 256-352-8029. The College reserves the right to withdraw this job announcement at any time prior to the awarding. Wallace State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.