



# ALABAMA SOUTHERN COMMUNITY COLLEGE

## Intent to Employ

Posted Date: June 24, 2016  
Closing Date: July 15, 2016

- Position:** Softball Coach/Instructor
- Minimum Qualifications:** Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process. Following are the minimum required qualifications for this position:
- The Softball Coach will be required to teach half-time. Therefore, a Master's degree with 18 graduate semester hours in Biology, Computer Science, Criminal Justice, History, Mathematics, Office Administration, or Philosophy will be required by the College. The 18 graduate hours must be completed before Fall semester 2016.
  - Effective oral and written communication skills.
  - Coaching experience required.
  - Strong organizational and time-management skills.
- Preferred Qualifications:** The following are the preferred qualifications for this position:
- Coaching experience at the 2 year college level preferred.
  - CPR certification or must obtain CPR certification within one year.
  - Excellent interpersonal skills.
  - Ability to work effectively and to multi-task.
  - Ability to work well with others.
- Duties and Responsibilities:** The duties and responsibilities of this position include, but are not limited to, the following:
- The Softball Coach/Instructor will adhere to the general guidelines as specified by the Alabama Southern Community College Policy Manual and the Alabama Community College System Board of Trustees.
- Plan, organize, and instruct courses in the day, evening, or on weekends at any Alabama Southern Community College campus or work site.
  - Assist in implementing college policies, objectives, and functions in accordance with College philosophy and procedures.
  - Plan, organize, and teach classes and labs in the teaching discipline.
  - Conduct class evaluations and complete other college evaluations as requested.
  - Assist with registration.
  - Assist in recruitment and retention of students.
  - Advise students academically as assigned.
  - Keep active at a high level of expertise in the subject(s) taught and stimulating enthusiasm for those subjects.
  - Study and utilize the learning styles of the students in each class through the respective assessments used by the College in order to facilitate the best teaching and learning situations.
  - Acquire and maintain skills necessary for the proper and safe operation of instructional technologies adopted by the College.
  - Keep students informed about their progress through the prompt grading of papers and other work.
  - Refer to counselors (including Student Support Services) all students who are in need of counseling.
  - Utilize the available instructional technologies (e.g., computer and related word processing, spreadsheets, presentation software, Canvas LMS, etc.) to help strengthen student learning.
  - Make suggestions to the respective Division Chair concerning the improvement of the curriculum in keeping with the objectives of the College.
  - Ensure that all assigned equipment is properly maintained and operated in accordance with the respective manufacturer operating instructions.

- Comply with appropriate practices to ensure the assigned classrooms and other facilities are safe from hazards. Report problems with the physical plant as soon as observed to insure the safety of the students and employees.
- Serve on and providing information to College committees as needed or assigned.
- Work closely with the appropriate Division Chair on the development of annual budgets for approval by the President.
- Submit required reports to the appropriate administrative personnel.
- Ensure that assigned classes are held as scheduled.
- Attend all faculty meetings and in-services.
- Ensure that all licenses and certifications required for the respective program area are kept up-to-date.
- Be actively involved in the co-curricular activities of the College.
- Meet deadlines for and submit copies of course syllabi, final examinations, office hours, etc. to the appropriate Division Chair to submit to the Dean of Instruction.

**Duties associated with the coach will include:**

- Recruit and sign athletes to represent Alabama Southern Community College.
- Use coaching and motivational skills to assemble individuals into a winning team.
- Work with student-athletes and faculty in registration, scheduling classes, and monitoring academic progress.
- Work within approved budgets and prepare necessary reports required by the athletic department, the business office, the Alabama Junior and Community College Conference and the NJCAA.
- Supervise and provide duties for Team Managers.
- Maintain facilities for the softball program.
- Maintain appropriate inventory of athletic equipment and supplies.
- Maintain appropriate office and work schedule.
- Coordinate the day-to-day operations of the softball program, including but not limited to: scheduling of practices and games; securing game officials; recruiting; purchasing and maintaining equipment, uniforms and supplies; completing necessary paperwork; and being present at required meetings and college functions.
- Maintain effective verbal/written communications with the athletic department, admissions, and the ASCC administration.
- Display appropriate communication skills with parents, student-athletes, and recruiters (letters, telephone calls, personal appointments).
- Establish a good working relationship with community leaders and fellow coaches.
- Provide for the safety, security, inventory control, and use of assigned equipment and other fixed assets.
- Establish meaningful and effective working relationships with other divisions, departments, administrators, faculty and staff as necessary to enhance operational efficiency and effective community coordination, and teamwork.
- Meet ASCC, ACCC, and NJCAA deadlines for eligibility, stats, etc.
- Determine student eligibility requirements as required by the NJCAA.
- Attend regularly scheduled athletic department meetings;
- Follow medical procedures for injured athletes.
- Review and assist in the revision of the student athlete handbook.
- Assist the Director of Public Information in providing media coverage for sporting events.
- Ensure athlete injuries to softball players are reported for insurance purposes and that appropriate medical treatment is received if needed.
- Perform other duties as assigned by the Athletic Director.

Salary: Salary level will be determined by educational attainment according to State Board of Education Salary Schedule D-1.

Anticipated Begin Date: August 15, 2016

Application Procedure: To be considered for an interview, the applicant must submit **all** of the following:

- **Letter of application explaining how the applicant meets the required qualifications, required skills, and if applicable the preferred qualifications.**

- **Current Resume'**
- **A completed ASCC Employment Application**
- **Copies of official transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts. Official copies will be required if employed with the institution.**
- **A minimum of three (3) professional references with addresses and phone numbers.**

**APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.** Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of ASCC. Requests for copies of application materials, including transcripts, will be denied by the College.

**To secure an employment application, go to Employment Opportunities at [www.ascc.edu](http://www.ascc.edu).** Send complete application packets to:

**Human Resources  
Alabama Southern Community College  
Attn: Kristi Smith  
P. O. Box 2000  
Monroeville, AL 36461**

**Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.**

Application Deadline: All Application Materials **must be received** in the Human Resources Office **no later than close of business day, CST, July 14, 2016.**

**Please note that ASCC closes at 5:00 p.m. Central Standard Time Monday – Thursday and at 2:00 p.m. on Fridays.**

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and will interview selected, fully qualified applicants in-person. Selected candidates will be notified by telephone. Interviews may consist of the following activities: question/answer session, written assignment, and/or teaching demonstration. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Additional Information: Alabama Southern Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, 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. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

**In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$45.00 (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. Alabama Southern Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.**

**The College will not incur the cost of applicants' interview expenses.**