



*Job Posting*

**Head Women's Basketball Coach**

**Date Posted:** 1/18/2022  
**End Date:** Until Filled

Cisco College is accepting resume packages for the position of **Head Women's Basketball Coach**. A full job description is listed separately. This is a full time position with a generous benefit package. Benefits are listed on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at [www.cisco.edu](http://www.cisco.edu)), Curriculum Vitae (CV) or resume, Philosophy of Education, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission as incomplete packages will be returned unprocessed.*

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

**Cisco College is an Equal Opportunity Employer**

# CISCO COLLEGE

## Job Description

**Job Title:** Head Women's Basketball Coach  
**Reports to:** Athletic Director  
**Classification:** Administrative  
**Last Updated:** January 2022

### **Job Summary**

The primary responsibilities of the Head Women's Basketball Coach at Cisco College are to organize, administer and coordinate all aspects of the basketball program. General duties consist of developing and improving athletic opportunities for basketball student-athletes; examining, researching, and making recommendations for improving the current basketball program; preparing and administering the annual basketball budget; oversight and development of a recruiting strategy that fits with the Cisco College philosophy for student recruitment; and developing a cooperative working environment with the faculty and other departments of the College.

A commitment to the comprehensive role of the community college as stated in the College Mission will be demonstrated through contributions to the College such as advising, committee work, and collaborating with faculty to encourage student success. Cooperation and working harmoniously with College and School District personnel and the public are imperative for the success of the basketball program. The Head Basketball Coach is expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

### **Primary Duties**

1. Organizes and administers all phases of the basketball program.
2. Organizes recruitment of student basketball athletes in accordance with the NJCAA rules and regulations. Develops and assigns geographical areas for recruitment and determines recipients of basketball scholarships.
3. Prepares basketball competition schedule and organizes travel arrangements for all out-of-town games and practices.
4. Coordinates all strategic aspects of the basketball program. Organizes, prepares, and conducts individual and team practices, training, and conditioning.
5. Manages the purchase of all basketball equipment, the care of equipment and facilities, and the reconditioning of equipment.
6. Serves as principle spokesperson for the basketball program promoting the College through contact with local businesses, civic groups, boosters, alumni, high schools, and other colleges and universities.
7. Coordinates with the Wrangler Band Director, Wrangler Belles Director, and the Cheerleader Director in preparation for basketball games.
8. Develop relationships with other basketball programs in order to facilitate opportunities for our basketball student-athletes.
9. Examine and research potential for recommendations for improving our basketball program.
10. Develop a plan for administering our basketball program within the budget provided for our basketball program.

11. Ensures and stresses compliance with NJCAA rules and regulations, as well as conference rules and regulations, governing the basketball program.
12. Provides leadership in carrying out the mission and policies of the College and maintain a close working relationship with the Athletic Director in understanding the intent of those policies.
13. Develop and maintain a congenial working relationship with the faculty in order to improve student learning by encouraging academics as a priority for basketball student-athletes.
14. Actively participate in the College's Institutional Effectiveness Program and other committee work as assigned.
15. Communicate clearly and effectively using the College's network.
16. Teach assigned academic course load.
17. Performs other duties as assigned.

### **Minimum Qualifications**

1. Experience coaching basketball at the college level.
2. Excellent organizational skills.
3. Knowledge of NJCAA rules and regulations.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to foster a cooperative work environment.
6. Bachelor's Degree from a regionally-accredited institution.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.

### **Preferred Additional Qualifications**

1. Master's Degree
2. Teaching experience at the college level
3. Active participation in relevant professional activities and organizations