



Position Description

Head Competitive Cheer Coach

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Head Competitive Cheer Coach

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 25 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits' students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental, and social development of the student-athletes through rigorous practices, appropriate competition and off-field activities including community service; and provides a connection point for the campus, alumni and Salina community.

POSITION'S DEPARTMENT: Competitive Cheer

POSITION'S DEPARTMENT RESPONSIBILITIES: The head cheer a coach is expected to recruit student-athletes that can be successful academically, socially and athletically at Kansas Wesleyan University, meeting a minimum roster size of 35-45 active unique student-athletes and managers each year; instruct and prepare the student-athletes for performance and competition within the NAIA structure; schedule and coach intercollegiate competitions; perform at home basketball and football games plus a limited schedule of road games; counsel the student-athletes on academic, athletic and social issues; coordinate a team community service program; provide a connection point for outreach to the campus, alumni and Salina community.

POSITION'S DIRECT SUPERVISOR: Director of Athletics

DATE POSITION LAST REVIEWED OR ANALYZED: February 2023, revised by Miguel Paredes, Director of Athletics; reviewed by Human Resources

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt (teacher professional exemption), Salary, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for recruiting and coaching cheer and dance student-athletes and provides recruiting (and other) support to the University's athletic band, "The Howl."

POSITION WORKS WITH: Works significantly with the athletic training staff and sports information director. Also works with other head coaches, admissions and financial aid staff and other athletics staff members.

POSITION'S BUDGET AUTHORITY: Oversight of the cheer budget

POSITIONS PHYSICAL WORKING CONDITIONS: Office, weight room and cheer practice and competition facilities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is required to work outdoors during both hot and cold weather. Demonstrating skills can cause injury. Potential exposure to blood borne pathogens.

POSITION'S EQUIPMENT: University phone, laptop computer, coaching tools, and apparel.

POSITION'S WORK SCHEDULE: Flexible full-time schedule (normal office hours 8 am to 5 pm), arranged around recruiting, scheduled team practice and competition times, and staff meetings.

POSITION'S TRAVEL REQUIREMENTS: Significant travel for recruiting, as well as with the team for competitions and road games.

POSITION DUTIES AND PERFORMANCE STANDARDS

ATHLETICS DUTIES

- Teaching/Coaching
 - Instruct, teach, and coach student-athletes during practice and competition.
 - Ability to choreograph cheer and dance routines for competition and game performance.
 - Conduct video analysis and instruction as a teaching and preparation tool.
 - Plans practice and/or competition strategy.
- Recruiting
 - Identify, evaluate, and recruit potential team members to KWU, recording transactions in Front Rush or similar university provided recruiting software.
 - Retain current KWU students as team members.
 - Ensures that program meets annual squad size number (currently 35-45)
 - Ensures program recruiting activities adhere to University and NAIA Policies and Procedures
- Administration
 - Ensures ongoing eligibility of student athletes in the cheer and dance program and monitors their academic program. Targets include a 3.00 team GPA and a 90 percent graduation rate for student-athletes that exhaust eligibility at Kansas Wesleyan.
 - Provides schedules for schedule that is fiscally efficient and spectator friendly.
 - Conducts inventories of uniforms, supplies and equipment to ensure effective maintenance of physical resources.
 - Selects, schedules, and coaches the mascot, including appearances at games and public events.
 - Effectively uses fiscal resources to coordinate team travel and recruiting.
 - Ensures that the program participates in at least one Champions of Character activity annually.
 - Serves as the primary spokesperson for the program in the community, leading at least two team community service projects annually and participating in at least one addition project personally.
 - Participates in campus service and leadership opportunities regularly, serving in at least three annually.
 - Represents the University at conference, regional, state, and national meetings relating specifically to competitive cheer.
 - Works with the SID to provide accurate data for individual and team accomplishments, as well as competition results.
 - General administrative assistant duties including typing, word processing, distribution of mail, ordering of supplies and filing.
 - Prepare and process all office forms (including check requests, purchase orders, purchases, adjunct contracts.)

POSITION'S OTHER DUTIES:

- Provides reports and documentation when required by the Director of Athletics.
- **Other duties as assigned by the Director of Athletics.**

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures and standards (goals) upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder.

- Recruiting – sufficient recruiting contacts and evaluations to ensure that the minimum roster size is achieved as of the 20th day of the fall semester.
- Athletic Success – program finishes in the top 3 at the KCAC Championships and begins to compete for the conference title over time.
- Engagement – that the program or the coach meets the above requirements for campus, community and alumni engagement.
- Student-Athlete Welfare – positive program comments in the annual review by student-athletes
- University Contribution – the coach, the staff and the student-athletes contribute positively to the university.

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** High school diploma.
- **PREFERRED:** Bachelor's degree

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** Completion of the American Association of Cheerleading Coaches and Administrators (AACCA) safety course; First Aid/CPR certification (must be active within 60 days of employment); NAIA Champions of Character Character-Driven Coaches online course and Blood Borne Pathogen online training (both must be completed within 60 days of employment); Valid driver's license.
- **PREFERRED:** None

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** Minimum of two years cheer coaching experience.
- **PREFERRED:** Experience in recruiting. Collegiate cheer or dance head coaching experience. Experience with NAIA programs. Five years or more college coaching experience.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- **MINIMUM REQUIRED**
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - Demonstrable teamwork and team building skills.
 - Demonstrable priority setting and organizational skills.
- **PREFERRED**
 - None

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.