



Position Description Head Men's Football Coach

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- **Priority given to applications received by November 4, 2024.**
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- This position starts **as soon as** December 1, 2024.

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 Football Coach

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 26 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 to the university.

POSITION'S DEPARTMENT: Athletics

POSITION'S DEPARTMENT RESPONSIBILITIES: The football program is expected to recruit student-athletes that can be successful academically, socially and athletically at Kansas Wesleyan University, meeting a minimum roster size of 140-150 active student-athletes and managers each year; instruct and prepare the student-athletes for competition in the KCAC; schedule and coach intercollegiate matches and tournaments, including an active developmental schedule; 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: October 2024; Revised by Director of Athletics and reviewed by Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt, 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 to all full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for recruiting and coaching football student-athletes.

POSITION WORKS WITH: Oversight of 5-6 full-time assistants, and 5-6 graduate assistants. 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 STAFF AUTHORITY: Oversight of football assistant coaches

POSITION'S BUDGET AUTHORITY: Oversight of the football budget

POSITIONS PHYSICAL WORKING CONDITIONS: Office, weight room and football 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 road games.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Teaching/Coaching (50%)
 - Instruct, teach and coach student-athletes during practice and competition.
 - Conduct video analysis and instruction as a teaching and preparation tool.
 - Plans practice and/or competition strategy.
 - Schedules 5-7 developmental contests
 - Attends a developmental practice a minimum of one day a week for one hour.
- Recruiting (30%)
 - 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
 - Ensure that program meets the annual squad size number of 140+
 - Actively engages in local high school recruiting while having a national high school and community college recruiting plan
 - Ensure program recruiting activities adhere to University and NAIA Policies and Procedures
- Administration (15%)
 - Ensures ongoing eligibility of student athletes in the football 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.
 - Conducts inventories of uniforms, supplies and equipment to ensure effective maintenance of physical resources.
 - Supervises the assistant coaches.
 - Effectively uses fiscal resources to coordinate team travel and recruiting.
 - Must stay within the parameters of the overall program budget.
 - Ensures that the program participates, on an annual basis, at least two Champions of Character activities.
 - Serves as the primary spokesperson for the program in the community.
 - Leads at least two team community service projects annually and personally participates in at least one additional project.
 - Participate in campus service and leadership opportunities on a regular basis.

- Represents the University at conference, regional, state and national meetings relating specifically to football.
- Works with the SID to provide accurate data for individual and team accomplishments, as well as game scores.
- Provides reports and documentation when required by the Director of Athletics
- Works with the athletic department full-time strength and conditioning coach.

POSITION'S OTHER DUTIES (5%):

- 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 regularly competes for KCAC championship and qualifies for the opening round of the NAIA national championship playoff.
- Embraces the importance of high retention and persistence rates.
- 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: Bachelor's degree.
- PREFERRED: Master's degree

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: 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 seven years' college coaching experience in a highly successful program(s). Experience as a coordinator.
- PREFERRED: Football head coaching experience. Experience with NAIA programs. Minimum of eight years of successful 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 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 Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “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. To fulfill its mission as a United Methodist affiliated 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.