



NOTICE OF VACANCY

Head Football Coach

REPORTS TO: Athletic Director

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Head Football Coach will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The primary responsibilities include developing and managing every aspect of the football program including recruitment, organization of practices, games, scheduling, budgeting, and facility and equipment maintenance.

More specifically, the Head Football Coach is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist in the transportation of student-athletes to and from medical facilities, in conjunction with the MDCC head athletic trainer.
- Attend professional meetings and workshops on a yearly basis.
- Complete annual performance evaluations of all MDCC football program's coaches and staff.
- Coordinate discipline for the program, both on and off the field. This includes managing student athletes' misconduct appropriately and immediately
- Coordinate housing arrangements for student-athletes with campus personnel
- Coordinate team travel needs with the Athletic Director and Athletic Administrative Assistant.
- Demonstrate a cooperative attitude & spirit toward all other sports within the athletic department.
- Demonstrate a professional appearance and behavior at all times.
- Demonstrate a thorough knowledge of the NJCAA, MACCC, and Mississippi Delta Community College rules and regulations and adhere to each.
- Determine the football program's competitive game schedule, in conjunction with the Athletic Director.
- Maintain a clean appearance of the football facilities (i.e., locker room, meeting rooms, restrooms, etc.) along with proper field and seating maintenance, at all times.
- Manage all administrative, fiscal, and operational activities for the football program. This includes completing and submitting any required documentation promptly.
- Monitor the academic progress and status of members of the team, including the implementation of action plans through appropriate staff when needed.
- Promote the athletic program and the football program through involvement in the community, fundraising, marketing and public speaking.
- Recruit quality prospective student-athletes and ensure timely submission of their academic records for admissions.
- Regularly inspect field and equipment to ensure safety.

DUTIES AND RESPONSIBILITIES (cont.)

- Report any issues regarding the field and football facilities immediately (i.e., scoreboard, restrooms, etc.)
- Select qualified assistant coaches, and doing so by adhering to college personnel hiring policies, procedures, and practices.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

- Bachelor's degree from a regionally accredited institution with a minimum of eighteen graduate hours in an academic subject area.
- Prior full-time head coaching experience with evidence of effective leadership, passion for football, and in-depth knowledge of the game.

DESIRABLE QUALIFICATIONS

- Master's degree from a regionally accredited institution in Physical Education, Sports Administration, Education Administration, Higher Education Administration, Organizational Leadership, or related field.
- At least five (5) years of experience at the collegiate level
- Working knowledge of National Junior College Athletic Association (NJCAA) Division I and Mississippi Association of Community & Junior Colleges (MACJC) conference regulations.

KNOWLEDGE AND SKILLS

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS (cont.)

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

TERMS OF EMPLOYMENT

This is a Full-time, 12-month, Exempt, and Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – November 14, 2025 at 5:00 p.m.