

Men's and Women's Cross-Country / Long-Distance Track  
Head Coach, Part-Time Faculty  
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=255713>

Downloaded On: Apr. 19, 2025 8:44am

Posted Apr. 14, 2025, set to expire Aug. 9, 2025

<b>Job Title</b>	Men's and Women's Cross-Country / Long-Distance Track Head Coach, Part-Time Faculty
<b>Department</b>	Academic Services
<b>Institution</b>	Copper Mountain College Joshua Tree, California
<b>Date Posted</b>	Apr. 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coach Faculty Associate
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6142144">https://apptrkr.com/6142144</a>

**Apply By Email**

**Job Description**

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**Men's and Women's Cross-Country / Long-Distance Track Head Coach, Part-Time Faculty**

**Salary:** \$58.05 - \$78.08 Hourly

**Job Type:** Part-Time

**Department:** Academic Services

**Closing:**

**Location:** Joshua Tree, CA

**Job Number:**

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2025-04-11-PTHCCC

## Position Description

### CURRENT POSITION AVAILABLE:

- **Men's and Women's Cross-Country / Long-Distance Track**
  - Hourly salary (based off degree) for instruction, with an annual stipend of \$14,400 for coaching (paid over 12 months).

Under administrative leadership, it is the responsibility of the part-time instructor to conduct assigned classes and support advancement of the values represented by the Vision Statement and Mission Statement of the District. Perform the ancillary duties of Head Coach and/or Athletic Director as assigned. Coach and supervise the Men's and Women's Cross-Country/Long-Distance Track teams as assigned during practice and games. As Athletic Director, establish all aspects of, and manage, the Athletic Program. Assignment may include day, evening, and weekend responsibilities related to courses and ancillary Head Coach and/or Athletic Director duties as assigned by the District.

**Position Starts Now for Recruiting for the 2025-2026 Season!**

\*Unofficial transcripts, resume and cover letter are REQUIRED with application packet.\*

## Duties and Responsibilities

### Instructional Responsibilities:

- Meet classes and laboratories on days and times assigned per the published class schedule.
- Publish in syllabus and maintain office hours; advise students enrolled in the instructor's classes in such matters as:
  - Course content, scope and meaning, grading criteria;
  - Major course requirements for degrees or certificates;
  - Strategies to assist students in achieving published SLOs;
  - Collateral or enrichment reading or experience opportunities for further understanding of the course or subject field;
  - Career opportunities related to the subject field.
- Develop and implement instruction for each class or laboratory period that fulfills all course

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requirements contained in the official Course Outline of Record (COR) and is consistent with the academic and vocational program standards and objectives.

- Develop a written syllabus based on the Academic Senate's standards and submit as per District policy.
- Periodically assess and advise students of their progress toward meeting course objectives.
- Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- In the absence of full-time faculty in the discipline, submit textbook adoption forms for textbooks and instructional materials in a timely manner, according to the approved procedure.
- When appropriate refer students to tutoring and related student services.
- Supervise students in off-campus activities when participation is expected as part of a course requirement.
- Assign and submit grades by deadline in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title 5 regulations for the State of California.
- Keep official records, collect data, and submit records by deadlines as required by District policy and administrative procedures.
- Prepare and submit necessary forms in accordance with college procedures.

**Additional Responsibilities:**

- Respond to administration with regard to the evaluation of student petitions and grievances.
- Abide by District regulations concerning the proper use, care, and security of equipment.
- Advise management of unsafe conditions, potential hazards or accidents in a timely manner.
- Demonstrate an awareness of and sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**Part-time Faculty Ancillary Duties: Head Coach**

The part-time faculty member shall be responsible for the following: teaching assigned classes under the supervision of the area dean; helping students fulfill their maximum potential in mastering course content; assessing student learning outcomes; maintaining a thorough and up-to-date knowledge in his/her regular teaching/coaching field; continuing professional development; utilizing current technology in the performance of job duties; maintaining standards of professional conduct and ethics appropriate to the professional position; fulfilling other duties and responsibilities of a part-time faculty member as outlined in the college faculty handbook. Perform the ancillary duties of Head Coach and/or

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Athletic Director as assigned.

- Coach and supervise the Men's and Women's Cross-Country/Long-Distance Track teams during practice and meets.
- Provide the organization, direction, and administration of the Men's and Women's Cross-Country/Long-Distance Track program this includes recruiting of participants from diverse student groups.
- Have, or be able to obtain prior to assignment, a current Class B Driver License with passenger endorsement and medical card, and/or comply with any new DMV policies and requirements. Travel to contests: be responsible for driving the student-athletes to contests; monitoring staff and student-athletes and ensuring the safety and welfare of all constituents.
- Be current on CCCAA, Conference, and Copper Mountain College rules, policies and guidelines. This includes successfully completing the CCCAA online test and the CCCAA ---Constitution and Bylaws In-Service annually.
- Be responsible for home game staff management. Schedule contests and manage all aspects of the program assigned.
- Develop and execute a fundraising program for the CMC Men's and Women's Cross-Country/Long-Distance Track program.
- Maintain active involvement with student activities, sports promotion and Athletic Department.
- Be actively involved with booster club and attend all booster events.
- Work closely with Counseling Department and faculty in order to monitor academic progress of student-athletes and actively assist students in the four-year transfer program.
- Attend coaches (Conference, SoCal, and State), athletics and faculty meetings.
- Represent Copper Mountain College in a professional manner.
- Assignments may include weekends and/or evenings as well as holidays.
- Recommend for hire and supervise assistant coach(es).
- Present a positive image to the student-athletes and the campus community by maintaining appropriate standards of professional conduct and ethics.
- Report accurate and timely stats to CCCAA, and media.
- Lead the recruiting process in compliance with CCCAA regulations to identify and attract student-athletes.
- Recruit and maintain a roster of 8-12 student-athletes for men's and women's teams. The Head Coach will adhere to the recruiting rules established by the CCCAA especially in recruiting out-of-area athletes.
- Scheduling all contests within the guidelines established by the department, CCCAA and the conference.
- Plan, coordinate, supervise, and evaluate practices, games and related activities giving attention to each player's mental and physical well-being.

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- Attending all practices, trips and scheduled competitions including evenings and weekends. Head coaches must travel with their teams unless unusual circumstances arise and this must be cleared with the Athletic Director.
- Practices/Games/Travel: Head Coaches are responsible for their team rules and informing students of behavioral expectations and consequences during practices, games, and travel. - Coaches are expected to report behavioral problems to the Athletic Director.
- Prepare the staff and each team member for competition. The Head Coach will maintain self-control, provide a model of sportsmanlike conduct in relation to players, officials, staff, spectators and the opponents, in accordance with conference and CCCAA guidelines and rules.
- Maintaining adequate records, statistics, scores, etc. of game results and student athletes' participation records and accomplishments. In addition, the Head Coach will promote the student-athlete's accomplishments when appropriate for awards and recognition.
- Providing an end-of-season archival report to the Athletic Director at the conclusion of each competitive season.
- Contacting and communicating with athletes during the off-season as appropriate.

## Qualifications

### MINIMUM QUALIFICATIONS:

#### 1. Education:

- Associate degree and 6 years coaching experience or 4 year degree and 2 years coaching experience.

OR

- Bachelor degree from an accredited institution in Kinesiology, Physical Education, Exercise Science, Education with an emphasis in Physical Education, Physiology of Exercise, or Adaptive Physical Education **AND**with 2 years professional experience;

OR

- Master's degree in any Life Science, Dance, Physiology, Health Education, Recreation Administration, or Physical Therapy **AND**with related professional experience;



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OR equivalent.

**2. Diversity:** Have sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities as it relates to differences in learning styles.

**3. Experience:** Previous intercollegiate cross-country coaching experience equal to 2 years in the past 5 years or equivalent successful coaching experience.

\*\*Unofficial transcripts, resume and cover letter are REQUIRED with application packet.\*\* **Tentative**

**Timeline:**

Applications will be reviewed as they are received and will be accepted until the job posting is removed.

*Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.*

\*All dates are subject to change based on availability

**Hourly rate is based on degree:**

PhD/EdD: \$78.08/hour - Lecture. \$62.90/hour - Lab.

MA/MS: \$75.00/hour - Lecture. \$60.42/hour - Lab.

BA/BS: \$72.07/hour - Lecture. \$58.05/hour - Lab.

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**Equal Opportunity Statement**

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

**Supplemental Information**

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4900182/mens-and-womens-cross-country-long-distance-track-head-coach-part-time-facul>



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Academic Services  
Copper Mountain College

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