

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58

**TENTATIVE AGREEMENT BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT AND THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
April 10, 2023**

This tentative agreement between the Pasadena Area Community College District and the Pasadena City College Faculty Association is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Contract between the parties. The following articles shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 16 (NEW)
ATHLETIC COACHES**

16.1 In addition to meeting the Required Minimum Qualifications for Faculty in California Community Colleges or the PCC Equivalency Policy and Procedure, all coaches shall be required to take and pass the California Community College Athletic Association (CCCCA) Compliance Exam.

16.2 All head and assistant coaches shall be paid on a monthly basis pro-rated to the length of the assignment, as provided for in Appendix [redacted].

16.3 As part of their assignment, all coaches are expected to perform additional working hours, which may include:

- **Breaks (spring, summer and winter), weekends, and evenings;**
- **Actively participate in scouting and recruiting program of local and regional high school student athletes; Assist current and prospective student athletes to the appropriate resource to ensure their success (i.e., admissions office, financial aid office, tutoring centers, athletic counselor);**
- **Engage in fundraising;**
- **Assist in monitoring that student-athletes get grade checks completed by professors and turned in to the coaches in a timely manner;**
- **Assist in maintaining accurate records of any required physical exam documentation and injury records for the student-athletes;**
- **Assist the Athletic Trainer in the monitoring player injuries and rehabilitation;**
- **Assist as needed with sport specific sports clinics, camps, tournaments, races and/or charity games as agreed upon within the assignment at the beginning of the academic year; Coach practices according to the length of the assignment, which may include the CCAA designated Non Traditional and/or Traditional Season(s) of Sport as provided for in Appendix ** (referencing 16.2);**
- **Maintains and field a competitive team within regional standards; reinforces, and teaches the application of competitive rules and strategies that contribute to the development of skills and or tactics in student performance appropriate to the stage of skill development**
- **Attend and participate in meetings, staff and conference meetings, state coaches' meetings, and coaching clinics;**
- **maintain membership and participate in meetings at the local and state coaches' associations.**

16.4 Head and Assistant Coaches will be evaluated annually.

16.4.1 The Head Coach and Assistant Coach shall develop and agree to performance expectations for the assignment. Coaching evaluations are to be related specifically to the coaching assignment as outlined in this Article and which could fall outside of regular faculty evaluations and shall be based on those factors related to being a coach. The list of representative duties identified in 16.3 and Appendix [redacted] shall represent the core areas to be evaluated.

16.4.2 The evaluation shall include a written evaluation by the Athletic Director or designee and a mutually agreed upon Coach Peer using the evaluation form (Appendix [redacted]).

59
60 16.4.3 A summary will be completed and submitted by the Athletic Director and reviewed
61 with the coach within six weeks of the end of the CCCAA Traditional season. A copy of the
62 evaluation shall be shared with the coach, Athletic Director, Vice President for
63 Instruction, and Human Resources.

64
65 16.4.4 In addition, the evaluation may include a written self-evaluation submitted by the faculty
66 member being evaluated. (See Appendix ***.)

67
68 16.4.5 A faculty member who disagrees with the evaluation may submit a written response,
69 which shall be made an attachment to the evaluation.

70 **[NOTE: From Art. 10 – Division Chairs.]**

71
72 16.4.6 Coaches receiving a Needs Improvement rating may be placed on an improvement
73 plan for the remainder of their coaching assignments. The improvement plan will be
74 developed by the Athletic Director. It will identify specific outcomes and assessments
75 to meet the expectations in which the coach will improve in the categories and/or
76 the overall evaluation that will be in the satisfactory status on the next evaluation.

77
78 16.4.7 Coaches receiving an Unsatisfactory rating may not be offered a coaching
79 assignment the following season.

80
81 16.6 Each team shall have one head coach and up to the number of assistant coaches as
82 indicated below as annually determined by the Athletic Director in consultation with the
83 Head Coach based upon the budget, roster size, and need. The stipend for head coaches
84 shall be \$12,000 per sport. The stipend for assistant coaches for the following sports may
85 be either \$10,150 or \$6,500, depending on qualifications, duties and responsibilities:

- 86 Badminton (W) 1 assistant coach
- 87 Baseball (M) up to 3 assistant coaches
- 88 Softball (W) up to 3 assistant coaches
- 89 Basketball (M) up to 2 assistant coaches
- 90 Basketball (W) up to 2 assistant coaches
- 91 Football up to 10 assistant coaches
- 92 Soccer (M) up to 2 assistant coaches
- 93 Soccer (W) up to 2 assistant coaches
- 94 Volleyball (W) up to 2 assistant coaches
- 95 Swim and Dive (M/W) up to 2 assistant coaches
- 96 Water Polo (W) up to 2 assistant coaches
- 97 Cross-Country (M/W) up to 2 assistant coaches
- 98 Track and Field (M/W) up to 4 assistant coaches

99
100
101 If additional sports are approved and funded by the District, the Athletic Director and Head
102 Coach shall meet to determine the number of assistant coaches.

103
104
105
106
107
108
109
110
111
112
113
114
115
116
117

Pasadena Area Community College District

Semester/Year

Appendix *******
Coaching/Assistant Coach (AD, Head Coach)
Evaluation Worksheet Full Time and Part Time Faculty

Employee _____ Division _____

Evaluator _____ Date _____

Effective and meaningful instructor-learner interaction is essential to learner motivation, intellectual commitment, and personal development.

	Satisfactory	Needs improvement	Unsatisfactor	Not
Administrator Responsibilities				
Cooperates with athletic office regarding paperwork (rosters & compliance lists) in timely manner				
Applies knowledge of and <i>abides by all relevant Board of Education policies, administrative, IHSA, CCCAA, and MVC guidelines.</i>				
Attends regularly scheduled Athletic Department meetings				
Maintains and updates team and individual records.				
<u>Ensure safe practice areas and locker room areas pre-game and post-game.</u>				
Establishes and maintains good rapport with faculty, administration, and coaching staff.				
Student Interactions and Leadership				
Effectively works with student-athletes in a diverse environment				
Communicates effectively and appropriately with student-athletes				
<u>Serves as a positive role model for student-athletes</u>				
Maintains appropriate coach/student-athlete relationship and exhibits proper behavior toward student-athletes.				
Maintains decorum during student-athlete interaction.				
Participates in effective fundraising.				

118

Conducts oneself in a professional manner at all times.				
Teaches the fundamental philosophy, skills, and knowledge essential to the sport				
Develops a well-organized practice schedule with specific objectives for each practice				
Expectations and assessments are clear and appropriate for demonstrating student learning				
<u>Uses personnel and strategies effectively in games</u>				
Provides effective and constructive praise and criticism				
Provides equitable opportunities for members of the team to participate, depending upon their ability and effort, while maintaining a competitive team				
Team's performance, demonstrates proper fundamentals, <u>and</u> sportsmanship <u>and competitive outcomes.</u>				
Participates in <u>relevant sport specific and or personal development</u> professional development				

120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167

Pasadena Area Community College District

Semester/Year

Coaching/Assistant Coach (AD, Head Coach) Evaluation Worksheet
Full Time and Part Time Faculty

Employee _____ Division _____

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Evaluator's Signature _____ Date _____

Employee (signature):

Employee (print name):

Date

*I will submit an addendum to this report: _____ Date _____

168
169
170
171
172

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.

173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215

Pasadena Area Community College District
Appendix ***
Coach/Assistant Coach Expectations

Faculty name: _____ Date _____

Designation:
_____ Part-Time _____ Probationary _____ Tenured

Supervising Manager:

Date assignment began: _____ Anticipated End Date: _____

Title of Assignment: _____

Total # of hours/term: _____ Weekly hours: _____

The Head Coach and Assistant Coach shall develop and agree to performance expectations for the assignment with the approval of the Athletic Director.

Purpose of Assignment:

Weekly/Monthly Schedule of Activities:

Specific Objectives/Deliverables and Timeline:

Expected Measurable Outcomes:

Coach/Assistant Coach Signature _____ Date _____

Supervisor Signature _____ Date _____

Pasadena Area Community College District
Appendix ***
Coach/Assistant Coach Self Evaluation

Employee _____ Date _____

Sport _____

1. Please reflect and comment on what you have done in terms of your professional responsibilities in your expectations.
2. Discuss your perception of your role as a coach. If you have been previously evaluated, has it changed/developed since your last evaluation?
3. What experiences and achievements have you had recently that have informed your role as a coach at PCC and demonstrated continued professional growth? This could include conference attendance, in-service education, continuing education, private study and/or travel, etc.
4. What are the professional development goals you expect to undertake during the next evaluation period?
5. After taking time to reflect, what more could you do to provide student-athletes with a successful experience?
6. What can the College do to support you?
7. Comment(s)/Other

Signed and entered into this 10th day of April, 2023.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

_____	_____
_____	_____
_____	_____
_____	_____