SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Associate Dean of Physical Education and Athletics/Athletic Director

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To plan, develop, organize, promote, coordinate and monitor the programs and activities of an instructional unit of the College and operations of the Athletic Department; to develop, evaluate, and implement policies and procedures related to the operations and activities of assigned area; and to promote athletic programs throughout the college community. Employees in this classification direct, supervise, and formally evaluate the work of faculty and classified staff. This job class exercises responsibility for the effective operation of an instructional unit and is responsible for all operations of an instructional area and is responsible for all instructional matters at the department level. This job class functions at middle management level of classification and requires strong administrative skills.

SUPERVISOR: Vice President of Academic Affairs or designee

TYPICAL DUTIES:

- Plans, directs, and coordinates the activities, operations, and programs of an instructional area; ensures the provision of appropriate courses and instructional programs related to assigned area and the District’s Athletic Program.
- Develops, implements, and evaluates department policies and procedures.
- Communicates and interprets the curriculum of the area as it relates to the characteristics and needs of students; works with counseling staff.
- Oversees the Kinesiology program including collecting data and preparing program review.
- Supervises and coordinates sports programs; ensures compliance with conference, state and NCAA rules and policies.
- Determines staffing needs and makes appropriate recommendations.
- Develops class schedules.
- Ensures the provision of appropriate facilities, supplies, and equipment for effective center operations.
- Collaborates with other educational administrators on projects beneficial to students.
• Develops, coordinates, and administers area and athletic department budgets; monitors and controls expenditures.

• Oversees proper enrollment and eligibility of students in sporting events and the maintenance of applicable forms.

• Visits and observes team practices; supervises contests and resolves problems as needed.

• Oversees and ensures that proper arrangements are made for sport contests including proper staffing, half-time entertainment, doctor/ambulance, security, transportation, etc.

• Develops and maintains list of qualified and available substitute instructors.

• Participates in a variety of administrative, board, and other meetings; conducts division meetings; organizes, advises, and facilitates appropriate advisory committees; prepares and distributes information, agendas, minutes, etc.

• Promotes cooperative relationships with community and regional agencies as appropriate.

• Oversees and ensures the provision of safe facilities and equipment for all sports.

• Oversees the proper collection and accounting of monies related to athletic events; coordinates and controls fund raisers by coaches, teams, and other groups.

• Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District/Division policies and procedures.

• Oversees Gender Equity compliance according to Title IX.

• Oversees the implementation of an academic success program for student athletes.

• Assures compliance with risk management issues.

• Works with other college departments to market and promote athletic department activities and fund raising.

• Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

• principles and practices of community college athletic programs.

• community college curricular and instructional programs.

• laws, codes, and regulation governing community college athletic programs including district, league, and state.

• proper budget development and implementation practices and methods.
principles and practices of management and supervision including planning, organizing, assigning and reviewing work, performance appraisal and discipline, employee selection and development, and equal employment policy.

Knowledge of curriculum and instructional program development.

Ability to:

- plan, direct, and manage the activities and operations of a community college instructional unit and athletic department.
- analyze problems, determine effective solutions, and take independent action for successful results.
- prepare clear, concise, and comprehensive written and oral reports.
- project forward to estimate future needs and constraints.
- direct, supervise, and formally evaluate the work of others.
- effectively communicate in both oral and written forms.
- establish and maintain effective work relationships with those contacted in the performance of required duties.

Education/Experience:

- Master's degree in an area related to the assignment from an accredited institution, or the equivalent, and one year formal training, internship, or leadership experience reasonably related to assignment.

- Teaching experience at the college level preferred

- Two years experience as athletic director or equivalent preferred.