

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:      DIRECTOR OF ATHLETICS AND KINESIOLOGY**

**BASIC FUNCTION:**

Under the direction of the Dean of Health Sciences & Athletics and the Vice President of Student Services, the Athletic Director will plan, organize, direct and manage the college's Intercollegiate Athletic Program; supervise academic and classified staff; assist in the administration of the assigned division with the development, oversight and operations of the academic programs related to athletics and kinesiology; and perform administrative support duties related to the operation of the athletic program.

**REPRESENTATIVE DUTIES:**

Plan, organize, direct and provide leadership for the programs and operations of the College's Intercollegiate Athletic Program within guidelines established by the District as well as pertinent rules and regulations of the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission on Athletics (CCCAA).

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned activities, programs and operations; recommend and administer policies, procedures and programs; participate in long-range planning activities. Work directly with faculty and staff to support the efforts in the development and maintenance of academic programs, curriculum, and schedules within the Athletics and Kinesiology department.

Work directly with faculty and staff to support the efforts in the development and maintenance of academic programs, curriculum, and schedules within the Athletics and Kinesiology department.

Oversee and participate in the development, administration and coordination of the Intercollegiate Athletic budget; assist the Dean of Health Sciences & Athletics with the development and management of the budget; participate in the forecast of funds; monitor and approve expenditures; requisition instructional supplies and capital outlay; implement adjustments.

Participate in the selection, assignment, training, supervision and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; participate in the evaluation of classified staff and faculty.

Plan, direct and coordinate the work of assigned staff; review and evaluate work products, methods and procedures.

Develop and recommend the athletic schedule(s), including transportation and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams and conditioning classes; provide administrative supervision at athletic events at District facilities and all football games.

Provide leadership for the District athletics programs; assist in student-athlete recruiting activities.

Act in the capacity of the Dean of Health Sciences & Athletics in his/her absence as assigned.

Assume responsibility for the Intercollegiate Athletic Program's compliance with pertinent rules and regulations as well as Equity in Athletics Disclosure Act (EADA), Title IX objectives; conduct regular meetings and training to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes; interpret state and local legislation and athletic eligibility rules; assume responsibility for certification of athletic eligibility for all teams.

Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required. Maintain historical records of former student-athletes and athletic achievements.

Represent the District at local, regional and state meetings; attend athletic director and conference meetings as required.

Coordinate publicity and Public Relations activities for the athletic program.

Oversee athletic banquets and fundraising efforts in coordination with athletic coaches.

Supervise and coordinate annual athletic fundraisers, such as the Athletic Hall of Fame and the annual golf tournament.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics.

Manage all athletic trust accounts.

Perform related duties and responsibilities as required.

## **EDUCATION AND EXPERIENCE**

A Master's degree in any field related to athletics, recreation, private and/or public management, and/or leadership development. A minimum of one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Operations, services and activities of an intercollegiate athletics program.

Principles and practices of program development and administration.

Methods and techniques of leadership and management.

Pertinent Federal, State and local laws, codes and regulations.

District policies, procedures and current educational programs.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Oral and written communication skills.

Public relations principles and techniques.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Manage, direct and provide effective leadership for a comprehensive intercollegiate athletics program.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Develop, coordinate and manage programs and services to meet the District's goals and objectives.

Select, supervise, train and evaluate staff.

Identify and respond to sensitive organizational issues, concerns and needs.

Research, analyze and evaluate new service delivery methods and techniques.

Prepare and present comprehensive, effective oral and written reports.

Prepare and administer an operational budget.

Interpret, apply and explain applicable Federal, State and District policies, laws and regulations related to assigned functions.

Plan and organize multiple activities and tasks to meet schedules and time lines.

Work successfully with District faculty, administrators and staff, as well as community representatives.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students.

Communicate effectively, both orally and in writing, demonstrating advanced writing skills.

Establish and maintain effective working relationships with those contacted in the course of work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, community and athletic environment.

Constant interruptions.

Driving a vehicle during adverse weather conditions.

Contact with dissatisfied or abusive individuals.

**PHYSICAL ABILITIES:**

Hear and speak to exchange information.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

Lifting, moving and carrying boxes and other materials.