

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, ATHLETICS

RANGE: 39

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

DEFINITION

Under administrative direction, plans, organizes, directs, and manages the programs, staff and operations of the District's Intercollegiate Athletic Department; performs administrative support duties related to the operation of the Intercollegiate Athletic Department; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, School of Wellness, Exercise Science and Athletics. Exercises direct supervision over assigned academic and classified coaches, professional, technical, and administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is a management role that assists the Dean in providing leadership to develop, organize, and implement the Athletic Department's goals and objectives, including participating in and leading the planning, development, organization, scheduling, directing, improving and evaluating of the College's athletic programs, and related curriculum and student support services. The incumbent keeps the athletic program compliant with local, District, State and federal regulations and requirements and is accountable for furthering College/District goals and objectives within general policy.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Plans, organizes, directs, and provides leadership for the programs and operations of the District's Intercollegiate Athletic Department within established guidelines, rules and regulations.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs, and operations; recommends and administers policies, procedures, and programs; participates in long-range planning activities.
3. Serves as the Administrator at all home SWC athletic events; attends select away athletic events.
4. Oversees and participates in the development, administration, and coordination of the Intercollegiate Athletic budget; assists the Dean with the development and management of the Health/Physical Education/Athletics division budget; participates in the forecasting of funds; monitors and approves expenditures in consultation with supervising Dean; requisitions instructional supplies and capital outlay; implements adjustments.
5. Participates in the selection, assignment, training, supervision, and evaluation of assigned faculty and staff, including full and part-time coaches, program technicians, College trainer and athletic equipment personnel; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; provides input into the evaluation of classified and certificated staff and faculty.

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6. Plans, directs, and coordinates the work of assigned staff; reviews and evaluates work products, methods, and procedures.
7. Develops and recommends the athletic schedule(s), including transportation and assignment of officials; proposes the scheduling and staffing of day, evening, fall, and spring athletic teams and conditioning classes; provides administrative supervision at athletic events at District facilities.
8. Assumes responsibility for the Intercollegiate Athletic Department's compliance with pertinent rules and regulations as well as Title IX objectives; conducts regular meetings and trainings to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes; interprets state and local legislation and athletic eligibility rules; assumes responsibility for certification of athletic eligibility for all teams.
9. Provides leadership for the growth of the District's athletics programs; assists in student/athlete recruiting activities.
10. Provides technical and administrative assistance to the Dean; conducts a variety of organizational studies, investigations, and operational studies.
11. Directs and participates in the preparation of a variety of statistical and narrative reports, records, and files related to assigned operations and programs; compiles intercollegiate athletic program statistics and reports, as required.
12. Represents the District at local, regional, and State meetings; attend athletic director conference and State meetings, as required.
13. Attends and participate in professional group meetings; stay abreast of new trends and innovations in the field of athletics, high school trends, and innovations in intercollegiate and professional level athletics.
14. In consultation with supervisor, manages all athletic trust accounts.
15. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of California Community College athletic programs.
- CCCAA eligibility rules and compliance and familiarity with NCAA, NAIA, and transfer rules.
- Athletic sporting programs with respect to planning, equipment, compliance issues, and facility needs.
- Community and public relations and external resource development.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Program development and management implementation and evaluation techniques.
- Principles and practices of budget preparation and administration.
- Principles and practices of leadership, supervision, training, and performance evaluation.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Trends and issues in all levels of athletics.
- Techniques for effectively representing the District in contacts with a variety of public, education, business, government institutions and stakeholders.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.

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- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.

Ability to:

- Manage, direct, and provide effective leadership for a comprehensive intercollegiate athletics program.
- Provide administrative and professional leadership and direction for assigned program areas.
- Participate in the development and implementation of goals, objectives, policies, procedures, and work standards for assigned program areas.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Participate in the development and monitoring of budgets.
- Effectively utilize resources.
- Travel to attend sporting events.
- Work a flexible schedule, which may include evenings, weekends, and split schedules.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Identify and respond to sensitive issues, concerns, and needs.
- Prepare and present comprehensive, effective, oral, and written reports.
- Provide leadership and work collaboratively and productively with all stakeholders.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, technical documentation, and other written materials.
- Maintain accurate databases, records, and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Master's degree from an accredited college or university with major coursework in education, physical education, exercise science, sports management, athletic administration, kinesiology, physiology of exercise, adaptive physical education or related major **AND** one (1) year of experience serving in an administrative or leadership capacity within a collegiate athletic program, including direct experience working with coaches and/or faculty.

LICENSES AND CERTIFICATIONS:

Possession of a valid California Class "C" Driver's License at time of appointment, to be maintained throughout the course of employment.

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PHYSICAL DEMANDS

Must possess mobility to work in a standard office and setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to observe athletic activities and competitions; and hearing and speech to communicate in person, before groups, and over the telephone. This is both a sedentary office classification and physically active role, requiring sufficient physical stamina to traverse various athletic grounds and facilities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. The incumbent regularly walks, climbs, bends, stoops, and kneels in the performance of office and field work duties. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and in a variety of indoor, outdoor and athletic field settings, both on and off campus. with moderate to extreme noise levels, extreme temperature conditions, and may be exposed to bloodborne pathogens and hazardous road conditions. Employee may interact with upset students, individuals and groups in the performance of work duties.

Created: January 2023
Koff & Associates