

DIRECTOR, ATHLETICS AND KINESIOLOGY

DEFINITION:

Under general direction of the appropriate Administrator, the Director of Athletics and Kinesiology is responsible for the planning, directing and coordination for all aspects of the Athletics intercollegiate programs, competition and initiatives as well as the education programs of the Kinesiology Department. The Director develops course schedules, administers assigned classes and programs. Supervises academic instructional and non-instructional and classified staff to ensure educational objectives are met.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Develop, direct, and supervise the intercollegiate athletic programs related to staffing, facilities, game management, student-athlete eligibility, physical examinations, equipment, transportation, and insurance; serve as the primary contact for home athletic events.
- Support, implement, and promote compliance with the college and district's equity plans in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, programs, and services; and assist in the selection, training, supervision, and evaluation of program staff.
- Ensure compliance with Title IX within the laws, policies, procedures, and guidelines established by ensuring equity and compliance with Gavilan College Board policies, the Coast Conference, and the California Community College Athletic Association (CCCAA); interpret and ensure compliance with Title IX objectives and the Equity in Athletics Disclosure Act (EADA).
- Establish an atmosphere that promotes student success and wellness; oversee the academic progress of student-athletes to ensure eligibility and academic success; coordinate with campus programs and support services, including Financial Aid; Accessible Education Center (AEC), El Centro, and Food Pantry; connect the department with campus and community resources related to mental health/psychological services, and food/housing insecurities, with a focus on disproportionately impacted students.
- Provide leadership for and supervise the Kinesiology department: Schedule classes within regulations and policy, supervise and evaluates adjunct and full-time faculty, review book orders and supply/expense requests, and work with the assigned Dean as required to develop department goals and objectives.
- Direct and manage the performance of assigned employees; direct and oversee the selection of employees; establish performance requirements and professional development goals and targets for direct reports; regularly monitor performance, support performance improvement, and recommend employee discipline as appropriate.
- Manage facilities and resources to support the achievement of department goals and objectives. In cooperation with the kinesiology and athletics department, schedule and supervise the use of appropriate facilities and recommend improvement of facilities, as

necessary.

- Coordinate summer and winter sessions for Kinesiology and recreation classes.
- In collaboration with assigned Administrator, develop and maintain annual Kinesiology department budgets.
- Represent the District as an active member and participant at local, regional, and state meetings; attends conference meetings for Athletic Directors as required.
- Conduct regular meetings/trainings to promote strict adherence among personnel and student-athletes related to conference and CCCAA Constitution & Bylaws; participate in campus/district committees and provides information for advisory and athletic commissions.
- 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; ensure the successful completion of athletic department Program Reviews, the assessment of student learning outcomes, annual reports, action plans, and other college-required reports related to academic progress, success and transfer rates, demographics, and equity gaps.
- Develop, assess, and update long-term plan for Athletics (including personnel, programs, and facilities) and participate in goal development and strategic planning as required.
- In coordination with the Public Information Officer, assist with public relations projects related to the athletics website, social media platforms and live streaming.
- Develop and recommend athletic budgets, supervise expenditures, maintain fiscal controls, and manage area facilities, equipment, and maintenance.
- Responsible for the discipline of student-athletes, adjustment of grievances and complaints, scheduling, the resolution of student problems and complaints, and the maintenance of student-athlete records.
- Coordinate with athletic counselor the testing, assessing, and enrollment of student-athletes and monitoring the ongoing academic eligibility of all participating student-athletes. Ensure that weekly grade reports on all in-season student athletes are conducted and that results of these reports are provided to each head coach.
- Monitor with athletic trainers the health screenings of participants before each season of sport.
- Monitor and supervise the recruitment efforts of coaches and serve as the athletics liaison to enrollment and admissions programs which may include attending open houses and recruitment meetings.
- Assist and collaborate with outreach and community partnerships with local K-12 schools, youth/non-profit organizations, local universities, professional teams, advisory groups, services clubs, and chambers of commerce.
- Participate in local, regional, and state activities to promote athletic programs and the college/District.
- Assist with the marketing of athletic programs among students, alumni, staff, and the community; assist in interpreting college programs to the general public through community contacts and participation in community activities; serve as liaison between administrators, personnel, outside agencies, vendors, boosters, students, and parents.
- Cultivate campus relationships and coordinate responsibilities with Counseling, Student Activities, Student Government, Facilities, Campus Security, and other college staff.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS: Any combination of training and experience equivalent to:

Knowledge of:

- Higher education in community colleges, including the mission of the California Community Colleges.
- CCCAA and NCAA regulations, requirements, and reporting systems
- Physical fitness, conditioning and rehabilitation programs used in the prevention and treatment of athletic injuries and conditions.
- Principles, practices and techniques of athletic facility preparation and maintenance
- Participatory governance within the California Community College System.
- Local, state, and federal laws governing programs and services.
- Additional federal, state, and local laws, policies, rules, and regulations, including the Family Educational Rights and Privacy Act, California Education Code and Administrative Code provisions related to intercollegiate athletics, CCCAA and NCAA.
- Support of curriculum development and course articulation.
- Budget preparation and control
- Research methods and analysis techniques
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.

Skill in/Ability to:

- Plan, organize and direct the operations and activities of a community college athletics program.
- Understand, interpret, explain, and apply applicable laws, mandates, codes, and guidelines including those of the NCAA, CCCAA and EADA.
- Advocate for student athletes and ensure academic and co-curricular opportunities.
- Represent the college to game officials, coaches, administrators and athletes from other colleges and conferences.
- Develop and implement appropriate procedures and controls.
- Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations on complex athletic program needs and programming issues in accordance with laws, regulations, rules, and policies.
- Understand, interpret, explain, and apply applicable laws, codes, and ordinances to ensure compliance.
- Motivate and provide leadership to a diverse group of academic and classified staff.
- Represent the District/college effectively in dealings with students, employees, other colleges, and athletic conferences.
- Manage budget expenditures and resource development.
- Community relations and external resource development.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Contribute to institutional vitality and growth.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above

knowledge and skill are a combination of education and experience equivalent to:

- Master's Degree from an accredited College or University, preferably in Physical Education, Kinesiology, Exercise Science, Recreation or Athletic Administration, or Sports Management.
- One year of experience serving in an administrative/leadership capacity reasonably related to the administrator's area of assignment.
- Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators, and personnel.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent is required to perform work of an active nature, moving around locations requiring sufficient physical stamina to carry out duties. Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time. Requires visual acuity to observe moving objects and recognize physical injuries. Requires auditory ability to project voice to a small group. Lift and move light to moderately heavy objects weighing up to 50 lbs.

WORK ENVIRONMENT:

May work in an office, gymnasium, and/or outdoors. Since work environments may vary, the noise level can be low to very high depending on the student population and activities. This position may be stationary at times. This person frequently communicates with employees, students, and the community. Must be able to exchange accurate information in these situations. The employee is regularly exposed to outdoor weather conditions (cold, wet, and humid) and/hot or humid gymnasium environment(s). The employee may be exposed to bloodborne pathogens. Travel, evening and weekend hours are often needed to attend sporting events. Work a flexible schedule which may include evenings, weekends, and split schedules.