

**JOB TITLE:** DEAN OF KINESIOLOGY / ATHLETIC DIRECTOR

**PAY GRADE:** EDUCATIONAL ADMINISTRATOR – N/A

**LAST REVISED:** DECEMBER 2019

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction of the Vice President of Instruction and the College President, this position serves as a member of the District's management team as the primary administrator to provide leadership in matters relating to the administration of the Kinesiology and Athletics Division, including budget management, faculty and staff evaluation, athletic facilities management, program and curriculum development and improvement, schedule and enrollment management, Division planning, compliance reporting, and other related work as required.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Dean of Kinesiology/Athletic Director must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the District provides an inclusive educational and employment environment focused on strategies for success and pro-active, student-centered practices and policies committed to eliminating the equity gap and ensuring equitable outcomes for all.

### **CLASS CHARACTERISTICS**

This is an academic administrative position. The incumbent will report to the Vice President of Instruction with a dotted line to the President of the College. This position will independently perform professional work involving judgment in the interpretation and application of policy and procedures. Incumbents must have a high frequency of responsible contact with administrative and professional staff, students, and public/private agencies requiring tact and good communication skills.

**REPRESENTATIVE ESSENTIAL DUTIES** - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

#### **INTERCOLLEGIATE PROGRAM MANAGEMENT**

1. Develops, directs, and supervises the intercollegiate athletic program including scheduling, staffing, budget development and oversight, game management and other related duties.
2. Manages and assumes responsibility for the District's compliance with Title IX related to equity in athletics.
3. Conducts regular meetings and training to promote and ensure strict adherence among personnel and student athletes to conference and state athletic rules, regulations, and codes.
4. Develops and provides leadership for programs that promote academic excellence and equity for student athletes.
5. Coordinates with the Sierra College Foundation to ensure effective fundraising procedures are utilized and serves as the Executive Director to the Wolverine Athletic Association.

6. Coordinates all athletic events including the preparation of facilities, equipment, officials and game personnel.
7. Provides support to eligibility personnel and assists with eligibility decisions.
8. Recruits, supervises and mentors all coaches and other athletic personnel.

**PERSONNEL MANAGEMENT/SUPERVISION:**

1. Orients, trains, assigns, schedules and supervises Division faculty members and classified support staff members. This also includes being responsible for ensuring that Division and/or District and/or external agency regulations and policies are adhered to and applied correctly by Division staff members.
2. Screens applications, interviews and otherwise participates on selection committees, including recommending candidates for hire or promotion in accordance with established District hiring processes and practices and utilizing an equity-minded framework .
3. Supervises Division staff and office operations, which includes setting schedules for classified support staff to maximize program and service coverage as well as conducting staff meetings on a regular basis to develop work plans/schedules and to assist staff in resolving issues and problems effectively.
4. Administers and supervises Division operations at District Extension Sites.
5. Monitors the faculty evaluation process and evaluates work performance of Division faculty members, classified support staff and temporary help staff in accordance with District policies and procedures, including classroom visitations and administering student surveys in classes of faculty being evaluated.
6. Plans Division staff development efforts.
7. Assigns substitutes for faculty as needed.
8. Participates in the District's shared governance activities as appropriate.
9. Develops strategies and activities to establish and further promote diversity, inclusion and equity-mindedness.

**PLANNING:**

1. Assists department chairs, faculty and classified staff with the Program Assessment and Review process, which includes facilitating the development of goals and assessment criteria, engaging staff in review of the progress and using planning information to determine resource allocation.

**FACILITIES COORDINATION:**

1. Manages athletic facilities and Kinesiology and Athletics Division supported instructional spaces, including lecture, lab, and activity classrooms.
2. Administers capital outlay allocations, divisional records including inventories of equipment and supplies, maintains supplementary accounting records for audit purposes, assists staff in determining appropriate maintenance schedules and facilitation of repairs for athletic and classroom equipment, coordinates office facilities for full-time faculty and regular classified staff.

**BUDGETING:**

1. Develops and manages Division budget, including general and discretionary budgets, grant funded projects, part-time hourly staff and other appropriate categories of funds.

**CLASS SCHEDULING:**

1. Develops yearly class schedule, including faculty loading, coordinates catalog revisions and final Division input into the catalog.

**CURRICULUM/PROGRAM DEVELOPMENT:**

1. Assists faculty in developing, reviewing, revising and evaluating curriculum to meet the needs of students, faculty, community and industry. This includes staying current on laws affecting instruction and curriculum standards and culturally responsive pedagogy.
2. Communicates with other colleges regarding curriculum, and coordinates with articulation office regarding articulation agreements with other institutions.

**STUDENT/STAFF COUNSELING:**

1. Consistently be available and accessible to students to communicate with them on academic progress. Facilitates resolution of complaints among students, faculty and staff; assists students with issues regarding courses, grades, audits, etc.; refers students to appropriate resources for assistance.

**PARTICIPATORY GOVERNANCE:**

1. Participates in District's participatory governance activities as appropriate. Participates in Deans' Council meetings, attends Board of Trustee Meetings and meetings of external agencies / organizations related to participatory governance.

**PROFESSIONAL DEVELOPMENT:**

1. Maintains currency of knowledge in program areas, develops administrative skills and expertise through professional conferences, seminars, workshops and professional journals; participates in staff development activities to enhance personal and professional skills and knowledge.
2. Additional duties as assigned.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and abilities required to enter the job and/or which must be learned within a short period of time in order to be successful in the job.*

**Knowledge of:**

- The rules and regulations of the intercollegiate sports offered by the college; knowledge of the rules and policies of the NCAA, NAIA, and CCCAA, which govern community college sports.
- Laws and regulations pertinent to the administration of instructional programs in California Community Colleges.
- Guided pathways principles.
- Instructional practices and techniques, including culturally-responsive pedagogy/andragogy.
- Curriculum development, program approval processes, and course scheduling practices
- Program review and assessment processes.
- Personnel management practices and techniques of supervision and evaluation.
- Employment processes and collective bargaining processes.
- Grant funding opportunities and grant writing.
- Accounting and budgeting methods.

- Data collection, research and report writing.
- Computers and related equipment.
- Safety practices.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.

**Demonstrated ability to:**

- Supervise faculty and classified staff.
- Prepare and manage budgets.
- Develop effective course schedules to meet student needs.
- Lead with integrity and consistency.
- Evaluate work performance of faculty and staff.
- Speak in public; stimulate motivation in the faculty, staff and students.
- Read and analyze technical and professional journals, textbooks and other pertinent materials.
- Set priorities and establish goals and objectives.
- Interact effectively with District faculty and staff, a variety of specialized and diversified business/industry partners and the general community.
- Organize work and manage time effectively.
- Conduct effective meetings and coordinate group efforts.
- Conduct research, interpret data and report results.
- Use appropriate office technology (computers, email, spreadsheets, word processing, etc.).
- Plan and manage in an environment of participatory governance.
- Approach all duties of the position with an equity-minded perspective that supports and promotes inclusion and diversity.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all students and employees.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

**Education and Experience****Required:**

- A Master's degree in any subject matter field
- One year of experience as a collegiate or high school coach
- One year of administrative experience related to the duties of the position

**Preferred:**

- At least one year of experience as a collegiate coach
- At least one year of relevant administrative experience at a community college
- Instructional experience in secondary or higher education
- Experience supervising faculty lines

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Positions may be required to work evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; to stand and walk for extended periods of time; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

This position is considered Exempt under the FLSA (*Fair Labor Standards Act*).

This position is subject to a successful background and TB clearance.

This position is subject to Classification III, Blood borne Pathogens Exposure Control Program.