



Job Description

JOB TITLE: ASSOCIATE DEAN, KINESIOLOGY / ASSISTANT ATHLETIC DIRECTOR
PAY GRADE: EDUCATIONAL ADMINISTRATOR
LAST REVISED: JUNE 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 Dean of Kinesiology/Athletic Director this position serves as a member of the District's management team as an administrator to assist in providing leadership in matters relating to the administration of the Kinesiology and Athletics Division, including assisting with 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. The Associate Dean/Assistant Athletic Director will be required to provide game management duties for assigned sports which includes a significant amount of evening and weekend duties.

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 Associate Dean/Assistant 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 strategies for success and pro-active, student-centered practices and policies committed to eliminating equity gaps.

CLASS CHARACTERISTICS

This is an academic administrative position. The incumbent will report to the Dean of Kinesiology/Athletic Director who reports dually to the Vice President of Instruction and the College Superintendent/President. The incumbent will perform professional work involving judgment in the interpretation and application of federal, state and institutional policy and procedures; and 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. Assist the Dean/Athletic Director with the administrative leadership and management of the men's and women's intercollegiate athletic program including scheduling, staffing, budget development and oversight, game management and other related duties.
2. Aid with management and responsibility for the District's compliance with Title IX.
3. Help to conduct culturally-inclusive orientations, regular meetings, and trainings to promote and ensure strict adherence among personnel and student athletes to conference and state athletic rules, regulations, and codes.
4. Support the development and provide leadership for programs that promote academic excellence and student

Job Description

success for student athletes.

5. Work with the Sierra College Foundation and Wolverine Athletic Association to ensure effective fundraising procedures are utilized.
6. Assist with the coordination of all athletic events including the preparation of facilities, equipment, officials and game personnel.
7. Provide support to eligibility personnel and assist with eligibility decisions.
8. Aid in the recruitment, supervision and mentorship of all coaches and other athletic personnel in a manner that is culturally-responsive and trauma-informed.

PERSONNEL MANAGEMENT/SUPERVISION:

9. Assist the Dean/Athletic Director in orientation, training, assignment, and supervision of Division faculty members and classified support staff members in a manner that is culturally-inclusive and equity-minded. 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.
10. Screen applications, interview and otherwise participate on selection committees, including recommending candidates for hire or promotion ensuring equity-mindedness and in accordance with established District hiring processes and practices.
11. Aid in supervision of 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.
12. Aid in administration and supervision of Division operations at District Extension Sites.
13. Help to monitor the faculty evaluation process and evaluate 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.
14. Support planning of Division staff development efforts.
15. Assist in assigning substitutes for faculty as needed.
16. Participate in the District's shared governance activities as appropriate.
17. Encourage strategies and activities to establish and further diversity within the Division faculty and staff.

PLANNING:

18. Assist 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:

19. Assist with management of athletic facilities and coordination of Kinesiology lecture classrooms.
20. In conjunction with Dean/Athletic Director administer capital outlay allocations, divisional records including inventories of equipment and supplies, maintain supplementary accounting records for audit purposes, assist staff in determining appropriate maintenance schedules and facilitation of repairs for athletic and classroom equipment, coordinate office facilities for full-time faculty and regular classified staff.

BUDGETING:

21. Aid in the development and management of Division budget, including general and discretionary budgets, grant funded projects, part-time hourly staff and other appropriate categories of funds.



Job Description

22. Be familiar with fiscal policy, demonstrated fiscal responsibility and ensure the coaches and other supervisees follow financial policies.

CLASS SCHEDULING:

23. Assist Dean/Athletic Director, Department Chair, and faculty in creating tentative schedule of classes each semester, including scheduling rooms for classes, resolving room conflicts with other divisions and/or faculty loading issues, develop final version of class schedule, coordinate catalog revisions and final Division input into the catalog.

CURRICULUM/PROGRAM DEVELOPMENT:

24. Assist faculty in developing, reviewing, revising and evaluating curriculum to ensure it is culturally-responsive/student-centered and meets the needs of students, faculty, community and industry. This includes staying current on laws affecting instruction and curriculum standards. PERIPHERAL: Communicate with other colleges regarding curriculum, coordinate with articulation office regarding articulation agreements with other institutions.

STUDENT/STAFF COUNSELING:

25. Consistently be available to students to communicate with them on academic progress. Facilitate resolution of complaints among students, faculty and staff; assist students in a culturally-responsive and trauma-informed manner with issues regarding courses, grades, audits, etc.; refer students to appropriate resources for assistance.

SHARED GOVERNANCE:

26. Participate in District's shared governance activities as appropriate. Participate in Deans' Council meetings, attend Board of Trustee Meetings and meetings of external agencies/ organizations related to shared governance.

PROFESSIONAL DEVELOPMENT:

27. Maintain currency of knowledge in program areas, develop administrative skills and expertise through professional conferences, seminars, workshops and professional journals; participate in staff development activities to enhance personal and professional skills and knowledge.

28. 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.
- Instructional practices and techniques, including culturally-responsive pedagogy/andragogy.
- Curriculum development and program approval processes.

Job Description

- Personnel management practices and techniques of supervision.
- 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 in a manner that is culturally-responsive.
- Prepare and manage budgets.
- Lead with integrity and consistency.
- Evaluate work performance of faculty and staff.
- Speak in public in a manner that is culturally-inclusive to the populations being reached.
- Stimulate motivation in faculty, staff and students.
- Read and interpret technical and professional journals, textbooks and other pertinent materials.
- Set priorities and establish goals and objectives.
- Interact effectively with District faculty, staff, and 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.
- Operate a computer.
- Plan and manage in an environment of shared governance.
- Inspire and promote socioeconomic and cultural diversity.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, staff and the surrounding community.
- Apply an equity-minded framework to ensure programs, services and processes are designed and delivered to meet the varying needs of all constituent groups.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.

Education and Experience Guidelines

A Master's degree in any subject matter field, and one year of collegiate administrative experience related to the duties of the position. One year experience as a coach is required.

License or Certificate:

Possession of a valid California driver's license (Class "C" or higher) and ability to qualify for district vehicle insurance coverage.



Job Description

PHYSICAL DEMANDS AND WORKING ENVIRONMENT –

The conditions herein 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. Position will be required to work a significant amount of 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.