

TITLE	CLASSIFICATION	SALARY RANGE
Dean, Kinesiology, Athletics and Dance/Athletics Director	Management Team Educational Administrator	31

SCOPE OF POSITION:

Under the direction of the Senior Vice President, Academic Affairs/Assistant Superintendent, plan, organize, and direct District-wide instructional operations, activities, and services of Kinesiology, Athletics and Dance programs; coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and other information to meet District and student needs and enhance the educational effectiveness of assigned instructional subject areas; supervise and evaluate the performance of assigned faculty and staff. This position serves as the District's Athletics Director.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, organize, and direct District-wide instructional operations, activities, and services of Kinesiology, Athletics and Dance programs; establish and maintain program time lines and priorities; ensure related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures.
2. Plan, organize, direct and provide leadership for the programs and operations of the District's Intercollegiate Athletic Program within the guidelines established by the District and rules and regulations of the National Collegiate Athletic Association (NCAA) and California Community Colleges Athletic Association (CCCCAA), as well as compliance with Title IX.
3. Provide administrative leadership in working with Kinesiology, Athletics and Dance faculty and staff in identifying and implementing plans to raise external funds to augment budgets for the District's athletic teams; manage and monitor Trust account income and expenditures; collaborate with the Santa Rosa Junior College Foundation with respect to fundraising efforts and activities.
4. Collaborate with Admissions and Records to develop priority registration procedures, and manage and monitor student athletic eligibility in accordance with State, conference and District rules; prepare and maintain student athlete records and maintain security and confidentiality of student records; direct the compilation, reporting and analysis of the student-athlete statistics.
5. Schedule and supervise the use of appropriate facilities; recommend improvements of the physical plant; manage and monitor indoor and outdoor facilities including coordination with maintenance, community service, local community agencies and local school sport groups.
6. Develop and recommend athletic schedules including transportation, per diem, entry fees and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams and conditioning classes; provide administrative supervision for athletic events at District facilities.
7. Oversee the tenure review process for Kinesiology, Athletics & Dance department and programs; coordinate tenure teams, meetings, class observations and timely completion of required documentation.
8. Collaborate with faculty on curriculum development and review, including the development and assessment of student learning outcomes; develop schedule of classes and monitor enrollments and faculty loads; monitor, analyze and adjust courses in response to student needs; recommend course amendments and curriculum changes as appropriate.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Coordinate and direct educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of assigned instructional subject areas; direct the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives; develop the Program and Resource Planning Process (PRPP) report for program review and resource planning and prioritization, and District Strategic Planning.
10. Supervise and evaluate the performance of assigned faculty and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate faculty and staff work assignments and schedules and review work to assure compliance with established standards, requirements and procedures.
11. Administer and monitor instructional programs and courses to ensure compliance with established curriculum standards and requirements; direct and participate in the development, analysis, implementation and enhancement of curriculum standards; coordinate activities and staff development functions to enhance faculty understanding of curriculum standards and requirements, instructional strategies and related materials.
12. Coordinate and direct communications, programs, services, activities and information between administrators, faculty, personnel, businesses, educational institutions, outside organizations, students, the public and various local, State and federal agencies; receive, review, facilitate and assure proper and timely resolution of student, staff, faculty, administrative, department and program issues, and complaints.
13. Provide consultation and technical expertise to students, staff, faculty, administrators, alumni and others concerning Kinesiology, Athletics and Dance operations and activities; respond to inquiries, and provide detailed and technical information concerning assigned programs, departments, services, curriculum, courses and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures.
14. Develop and prepare the budget for instructional operations, activities, departments and programs of assigned instructional areas including Intercollegiate Athletics; analyze and review budgetary and financial data; authorize expenditures and conference requests in accordance with established limits; research, obtain and administer grants and other funding sources.
15. Provide technical information and assistance to the Senior Vice President, Academic Affairs/Assistant Superintendent regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.

KNOWLEDGE OF:

1. California Community College State Chancellor's Office regulations, and District policies and procedures governing Kinesiology, Athletics and Dance education programs, including course and program approval.
2. Recruiting, hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
3. Local, State and national collegiate athletic policies, terminology, procedures, regulations, including eligibility rules.
4. Preparation of grant proposals, contracts and subcontracts.
5. Interpreting and enforcing faculty and classified bargaining contracts.
6. Program review and evaluation processes.
7. Curriculum and program development.
8. Educational trends, accreditation standards, and State-wide initiatives.

KNOWLEDGE OF – Continued

9. Learning theory and student characteristics.
10. Budget preparation and control.
11. Oral and written communication skills.
12. Principles and practices of administration, supervision and training.
13. California State Education Code.

ABILITY TO:

1. Lead and implement strategic planning.
2. Advocate for the District's Kinesiology, Athletics and Dance programs and services.
3. Interpret, explain and enforce applicable Education Codes, Title V regulations, Title IX (Gender Equity) regulations, State Chancellor's Office procedures, and District policies and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Direct the maintenance of a variety of reports, records and files related to assigned activities.
6. Effectively train, supervise and evaluate assigned staff.
7. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

EXPERIENCE:

One year of formal training, internship or leadership experience reasonably related to this assignment.