

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

DIRECTOR ATHLETICS

CMS Salary Range 33

BASIC FUNCTION:

Under the direction of the Dean of Health & Safety Sciences, the Director of Athletics will plan, organize, direct, and manage the college's Intercollegiate Athletic Program; supervise all personnel who work in support of the Intercollegiate Athletic Program; assist in the development, oversight, and operations of the academic programs related to athletics; and perform administrative support duties related to the operation of the athletic program. This position is overtime exempt.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Administers all athletic department matters, including fiscal affairs, personnel, strategic planning, administrative responsibilities, facilities, public relations, and general operations.
- Implement and enforce guidelines established by the District as well as pertinent rules and regulations of the California Community College Athletic Association (CCCAA), Western State Conference (WSC), and the Southern California Football Association (SCFA).
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities.
- Prepare a variety of statistical and narrative reports to identify, develop, implement and coordinate student-athlete academic success initiatives, including student equity and grant proposals.
- Assess the success of funded proposals and prepare evaluation reports.
- Working collaboratively with the Kinesiology Department, participate in the development, administration and coordination of the Intercollegiate Athletic budget (District and Co-Curricular budgets); participate in the forecast of funds; monitor and approve expenditures; requisition instructional supplies and capital outlay; implement adjustments.
- Participate in the selection, assignment, training, supervision and evaluation of staff; Provide input as delineated in the faculty collective bargaining agreement with respect to faculty instructors in coaching positions.
- Supervise assigned personnel in accordance with District policy; provide and coordinate training for staff including student equity, non-discrimination, and sexual misconduct; participate in the evaluation of classified and certificated staff and faculty per District policy.
- Develop and recommend the athletic schedule(s), including transportation/meals and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams; provide administrative supervision at athletic events at District facilities and all football games (average two nights per week and often on weekends). Assign administrative supervision responsibilities to appropriate employee when unavailable and/or events require simultaneous responsibilities.
- In close collaboration with AVC Office of Admissions and Records, manage and monitor student athletic eligibility in accordance with state, conference, and district rules. Prepare and maintain all student athlete records, provide for the security and confidentiality of these records, and supervise the release of student information contained in these records. Direct the gathering, reporting, and analysis of the student-athlete statistics.
- In consultation with Kinesiology Chair and appropriate staff, schedule and supervise the use of appropriate facilities. Recommend improvement of the physical plant as necessary. Manage and monitor both indoor and outdoor facilities including coordination with maintenance, community service, local community agencies, and local school sport groups.
- Ensure compliance with District, conference and state regulations with the recruitment and retention of student athletes. Establish an atmosphere that promotes student success and integrates athletics into the

broader educational mission of the district and maintains high standards of performance and ethical conduct for faculty, staff, and students.

- Represent the District as an active member and participant at local, regional and state meetings; attend conference meetings for directors of athletics as required. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics as well as best practices to promote student retention and success.
- Provide administrative leadership in working with the Division faculty and staff in identifying and implementing plans to raise funds to augment budgets for the district's athletic teams and facilities improvement projects; primary accountability for managing and monitoring Foundation and Auxiliary account income and expenditures. Work collaboratively with AVC with respect to fundraising efforts and activities.
- Assume responsibility for the intercollegiate Athletic Program's compliance with pertinent rules and regulations as well as Title IX objectives; conduct regular meetings and training to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes. In consultation with appropriate staff, complete the annual Equity in Athletics Disclosure Act survey, self-study, and other compliance reports required by local state, or federal agencies.
- Coordinate publicity and public relations activities for the athletic program. Direct and review athletic web page content, with the assistance of the sports information person, as well as the appropriate use of other electronic social networking platforms to promote AVC Athletics. Direct and review work assignments of the sports information person.
- In consultation with appropriate staff, review and update the AVC Athletic Handbook; review CCCAA legislative proposals for their impact on AVC Athletics; assign appropriate game management personnel for home athletic contests.

EDUCATION & EXPERIENCE (minimum qualifications):

- Any combination equivalent to: graduation with a Master's degree in Physical Education, Kinesiology, Exercise Science, Recreation or Athletic Administration, or a related field, and three years' experience in teaching, athletics and/or administration.
- Three years of experience in an administrative leadership position with experience in, or closely related to, administration of athletic departments.

DESIRABLE QUALIFICATIONS:

- Community College teaching and/or intercollegiate supervisory experience.
- Familiarity and competency with data collection methodologies, data reporting programs, and student success and equity outcomes.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License

KNOWLEDGE OF:

- Operations, services and activities of an intercollegiate athletics program.
- Principles and practices of program development and administration.
- Methods and techniques of leadership and management
- Pertinent federal, state and local laws, codes and regulations.
- District policies, procedures and current educational programs.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Oral and written communication skills.
- Public relations principles and techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Manage, direct and provide effective leadership for a comprehensive intercollegiate athletics program.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Develop, coordinate and manage programs and services to meet the District's goals and objectives.
- Develop and direct implementation of philosophy for athletic program.
- Supervise, train, and evaluate staff.
- Monitor program activities and budgets.
- Direct athletic eligibility determination and recordkeeping.
- Analyze situations accurately and adopt an effective course of action.
- Travel to athletic events as required.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

- Provides direction to classified employees, Student Workers, Hourly Workers and volunteers.
- Provides direction to Intercollegiate Athletics coaching staff.

CONTACTS:

- Co-workers, other departmental staff, students, other Community College students and staff, and the general public.

PHYSICAL EFFORT:

- Hearing and speaking to exchange information
- Ability to remain in a stationary position (sitting or standing) for an extended period of time.
- Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.
- Reaching overhead, above the shoulders and horizontally.
- Reaching, bending and stooping to retrieve materials.
- Lifting, carrying materials to and from teaching location. (25-50 pounds)
- Pushing, pulling assistive tools for transporting materials.
- Regular operation of a computer keyboard, calculator, and other normal office equipment.
- Reading a variety of complex materials.
- Mobility as required on campus and between locations to monitor student activities.

WORKING CONDITIONS:

- Indoor and outdoor instructional classroom work environment
- Subject to variable work hours
- Driving a vehicle to conduct work
- Constant interruptions