

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
DEAN/KINESIOLOGY, HEALTH AND ATHLETICS DIVISION**

**GENERAL RESPONSIBILITIES**

Overall responsibility to the Vice President of Academic Affairs for the leadership and administration of all aspects of the Division, including the design, delivery, staffing, administrative support, supervision and evaluation of Division academic and athletic programs and fields, academic and support staff, as well as student enrollment, progress, evaluation, assistance and discipline, and all related records and reports.

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS**

Provides direction and support to faculty in the development, revision and evaluation of departmental curriculum and materials, serves on the Division Curriculum Committee, and may serve on the District Curriculum/Instructional Council.

Reviews and approves Division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.

Reviews instructional programs and athletic programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community.

**PERSONNEL**

Responsible for or effectively recommends the hire, transfer, suspension, lay-off recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the Division, and providing direction and assistance wherever a need for improvement is identified.

**STUDENTS**

Responsible for the discipline of Division students, adjustments of grievances, scheduling, evaluation and reporting of performance, for the resolution of student problems and complaints, and for recruitment, eligibility, discipline, counseling, health services and related records of student athletic program participants.

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**BUDGET/FUNDING**

Responsible for timely and accurate preparation, submission and administration of Division budget.

**PLANNING**

Responsible for evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to utilizations.

**COMMUNITY CONTACT/REPRESENTATION**

Must be a highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the state and national levels.

**GROUNDS AND FACILITIES**

Provides direction, supervision, and is responsible for the reporting of the performance of grounds personnel in this area. Monitors condition and use of facilities, equipment and supplies and administers all means of modification, repair, maintenance, and replacement.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for chairing and supervision of District-wide committees and task forces; performs other duties and special projects as assigned.

**ESSENTIAL FUNCTIONS**

- A. Supervise all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of the academic and athletic programs.
- B. Perform or supervise the performance of all personnel functions for assigned staff.
- C. Responsible for maximizing the academic/athletic performance of students, discipline and resolution of student problems.

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**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Must possess a master's degree and one year of formal training, internship or leadership experience reasonably related to this administrative assignment.

**Required Skills:** Ability to prevent and resolve professional and personal conflicts and problems; evaluate instructional content and strategies; analyze and apply laws, rules and regulations involving academic and athletic programs, staff and students; articulate Division and District plans, goals, programs and requirements at the District, community, state and national levels.

Draft Date: 9/05/96

Approved by the Board: 9/23/96

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