

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DIRECTOR, ATHLETICS**

I. GENERAL RESPONSIBILITIES

Responsible to the Dean of Exercise Science Health and Athletics for all aspects of the Intercollegiate Athletics program and other broad activities of the division; also performs other duties and completes other special projects as assigned.

II. SPECIFIC RESPONSIBILITIES

Development and Delivery of Intercollegiate Athletic Program

Overall responsibility for the coordination of all aspects of the athletic program and intercollegiate competition, including marketing men's and women's sports, curriculum recommendations, scheduling contests, equipping teams, arranging for transportation, supervising and evaluating assigned staff, supervising classified staff; monitor budgets, maintain records, prepare reports, manage athletic events, address faculty and staff requests in the analysis of the needs of athletic program, negotiate facilities arrangements for off campus contests, coordinates admission, eligibility graduation, and matriculation of student-athletes, monitors the maintenance of athletic fields and facilities, supervises the effectiveness of all programs, recommends and implements District policy and regulations, coordinates eligibility and gender equity compliance, works with chairs and dean in developing and monitoring long range goals; represents college at athletic conference and state athletic meetings; works with division dean in purchasing, staffing, accessing district information systems, counseling staff, writing grant proposals, fund-raising, and in planning and presenting division and coaches meetings.

PERSONNEL

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

STUDENTS

Responsible for the discipline of student-athletes, adjustment of grievances and complaints, scheduling, the resolution of student problems and complaints, and the maintenance of student-athlete records. Coordinates with athletic counselor the

testing, assessing, and enrollment of student-athletes, as well as monitoring the ongoing academic eligibility of all participating student-athletes. Ensures that weekly grade reports on all in-season student-athletes are conducted and that results of these reports are provided to each head coach. Monitors with athletic trainers the health screenings of all participants prior to each season of sport.

BUDGET/FUNDING

Responsible for the timely and accurate preparation, submission and administration of the District and diversified budgets for athletic programs. Developing and implementing plans for fund-raising activities on behalf of the entire program and for monitoring fund-raising activities of individual coaches. Proposes and assists in the processing of capital outlay projects, facilities modifications, and the annual purchase of equipment and supplies.

PLANNING

Responsible for the long range athletic planning of the Division, delivery, and evaluation of all functions, programs, activities, staff and services in areas of responsibility.

COMMUNITY CONTACT/REPRESENTATION

The Athletic Director will serve with the Division Dean and the Chancellor's designee in representing the college to the Community College Athletic Association and to the other member athletic conferences. This position also coordinates with the District Sports Information Coordinator all print and electronic media contact, print media production, and athletic department web site development and content.

III. OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for chairing and supervision of District committees and task forces.

- A. Supervises all aspects of the planning, supervision, staffing scheduling, catalogue description, delivery and evaluation of the Intercollegiate Athletic Program, including all personnel functions or assigned staff.
- B. Supervises preparation and management of budget for designated sports.
- C. Supervises and monitors the Athletic Department efforts to provide equitable support for and access to resources for men's and women's sports as stipulated in Title IX.

IV. REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications; Master's degree and one year of formal training, internship or leadership experience reasonably related to this administrative assignment; or a

valid California Administrative or Supervisory Credential authorizing service at the community college level.

Required Skills: demonstrated ability to manage budget and fiscal affairs; demonstrated skillful leadership in an academic and athletic setting; and demonstrated ability to prevent and resolve interpersonal and professional conflicts and problems.

Desirable Skills; A minimum of five years head coaching experience at the community college level.