

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ASSOCIATE VICE PRESIDENT, MATRICULATION AND ATHLETIC DIRECTOR**

#### **FLSA STATUS: EXEMPT**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent/President, plan, organize, control, direct and provide equity-minded leadership and direction for student support operations, activities, programs, and services assigned which may include, but are not limited to Admissions & Records, Financial Aid, Counseling and Athletics. The incumbent is responsible for providing the overall leadership and management of the athletics program and compliance of the Title IX within the laws, policies, procedures, and guidelines established by Victor Valley Community College, the California Commission on Athletics (CCCAA), the California Community College Athletic Trainers (CCCATA), and the National Collegiate Athletic Association (NCAA).

#### **REPRESENTATIVE DUTIES:**

Provides leadership, direction, and coordination for matriculation management and student retention strategies to maximize student access, progress, and completion. *E*

Direct and participate in the recruitment, selection, assignment, motivation and evaluation of assigned personnel. *E*

Supports continuous improvement and development of departments throughout the College, including Admissions & Records, Financial Aid, Counseling and Athletics. *E*

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new programs and services. *E*

Serves as liaison to academic services for the student services faculty and deans to support the development of new curriculum and updating of existing curriculum. *E*

Oversee the Program Review process for the division, assists with data collection, development, reflection and assessment of SA/SLOs and completion of annual and comprehensive program reviews. *E*

Advise and confer with the Superintendent/President on management issues involving assigned programs and service of the District, including development and revision of policies and procedures; participate in long-range planning and strategic planning regarding College activities and programs. *E*

Prepare, recommend and implement budgets for assigned areas; monitor expenditures, identify variances and take necessary actions to assure compliance with budget limitations and established fiscal policies. *E*

Direct the preparation of reports as required by federal, state, local, and District regulations; inform the Superintendent/President and other District staff as to the status of assigned functions or groups of services. *E*

***Representative duties specific to Athletic Director:***

Supervise, plan, develop and implement innovative programs for the athletic program. *E*

Plan, organize, control and direct District intercollegiate activities. *E*

Assure continuity, equity, and compliance with all sports offerings, including preparation of appropriate national, state, and local reports related to athletics, including Equity in Athletics Disclosure Act, Title IX compliance and CCCAA Form R4, as well as any other related conference or college program reviews. *E*

Facilitate strategic planning processes in areas of responsibility and the preparation of the College educational master plan. *E*

Plan, develop, coordinate, and implement fund-raising activities necessary to supplement general fund resources. *E*

Participate in effective selection procedures to recommend athletic coaches, and staff in accordance with District policies and procedures. *E*

Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, high schools, colleges, universities, and other entities. *E*

Manage and coordinate all home and off-site athletics events, including the preparation of facilities, athletic training, equipment, officials, game personnel, and transportation for men and women intercollegiate athletics. *E*

Approve and direct the purchase of equipment, supplies, and materials related to athletic programs. *E*

Integrate the role of intercollegiate athletics with the College's mission and instructional programs by maintaining academically and ethically sound operations. *E*

Interpret athletic and eligibility related policies and regulations; direct athletic eligibility determinations and record-keeping; assist in activities related to student recruitment programs; coordinate activities with other administrators, offices and outside agencies. *E*

Conduct regular meetings and training to promote strict adherence to conference and State athletic rules, regulations, and codes. *E*

Attend league and conference meetings; maintain currency of state and conference decisions, and effectively communicate decisions to the coaching staff. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Higher education in community colleges, including the mission of the California Community Colleges.  
Student matriculation, program review, accreditation, student discipline.  
Federally funded grant programs.  
Budget preparation and control.  
District organization, operations, policies and objectives.  
Oral and written communication skills.  
Research methods and report writing techniques.  
Policies and objectives of assigned program and activities.  
Applicable sections of the State Education Code and other applicable laws.  
Interpersonal skills using tact, patience, and courtesy.  
Principles and practices of administration, supervision, and training.  
Budget preparation and control.

**ABILITY TO:**

Plan, organize, develop, direct, control and evaluate the programs and activities assigned.  
Utilize information technology in support of the development and delivery of student services.  
Train, supervise and evaluate personnel.  
Develop grant or special projects applications.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Prioritize and schedule work.  
Assign and review the work of others.  
Train, supervise, and evaluate personnel.  
Maintain current knowledge of program rules, regulations, requirements, and restrictions.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Direct athletic eligibility determinations and record-keeping.  
Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

**EDUCATION AND EXPERIENCE:**

Master's Degree from an accredited college or university and three years increasingly responsible management experience in an educational institution.  
A minimum of two years of experience in high school or college athletics training environment, athletic programs involving college-level students, or the equivalent.  
Demonstrated sensitivity to and understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees.

***Preferred Qualifications:***

Master's Degree from an accredited college, university in physical education, kinesiology, recreation, or athletic administration or equivalent.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity to operate computer keyboard, reaching, bending at the waist, and hearing and speaking to communicate and provide information to others.

Athletic training room campus and athletic event environment; subject to driving to a variety of locations to conduct work during day and evening hours.