



## **DIRECTOR OF ATHLETICS**

### **DEFINITION**

Under the direction of the Vice President, Student Services, the Director of Athletics will plan, organize, control and direct district intercollegiate athletic activities; schedule and coordinate intercollegiate programs and events on campus; control and monitor athletic budget; serve as liaison between administrators, personnel, outside agencies, vendors, boosters, students and parents; and supervise and evaluate the performance of assigned personnel.

The position is responsible for ensuring that the athletic program is compliant with a variety of state and district regulations. The position may be required to perform recruitment duties to ensure that the district's athletic program is competitive, compliant and a premiere program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Vice President of Student Services. Exercises direct supervision over academic, professional and administrative support staff.

### **DISTINGUISHING CHARACTERISTICS**

The Athletic Director is responsible for administering all aspects of Victor Valley College's athletic programs with a focus on student athletics and academic success. This includes oversight of facilities, schedules, equipment, and transportation; compliance with laws and regulations pertaining to student participation in college athletic programs; promotion and expansion of academic support services through the Student-Athlete Success Center; budgets and fundraising. This position is also a key member of the Student Services team and is responsible for closely coordinating programs and services with other Student Services departments. In addition, the Athletic Director works with other instructional and student service departments to ensure student-athlete success.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Administer, direct and supervise all aspects of the athletic programs as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation, and insurance.
- Assure game supervision and management of all home athletic contests.
- Attend athletic team practices to evaluate for improvement and ensure compliance.
- Assure compliance with all laws, rules and regulations associated with national, state, and conference codes. Conduct compliance meetings with coaches. Monitor student athlete academic and residential eligibility.
- Attend league and conference meetings; maintain currency of state and conference decisions, and effectively communicate decisions to the coaching staff.
- Recommend for hire, supervise, and evaluate head coaches, assistant coaches, athletic training personnel, athletic counselor(s), office staff, sports information specialists, or other personnel associated with athletics. Coordinate all personnel matters with Human Resources.
- Provide orientation and training to coaches and student athletes.
- Keep accurate data of student athletes' participation, demographics, success rates, etc. to track improvement of the athletic program goals.
- Oversees the Academic Success program by serving as a liaison with other departments to facilitate necessary resources for students to transfer or receive a certificate.

- Evaluate recruiting practices of coaches to ensure compliance with recruiting bylaws and to improve recruiting practices.
- Develop, allocate and monitor the budgets associated with athletic teams. Assist coaches with budgetary compliance.
- Approve and direct the purchase of equipment, supplies, and materials related to athletic programs.
- Develop relationships with local high school athletic directors to build rapport and increase local student athlete enrollment.
- Promote athletic programs throughout the college and within the community.
- Participate with appropriate booster groups, student groups, community groups, and college committees.
- Coordinate with other segments of the campus to promote and advance the mission of Victor Valley College.
- Responsible for all fundraising in athletics.
- Assure continuity, equity, and compliance with all sports offerings, including preparation of appropriate national, state, and local reports related to athletics: Equity in Athletics Disclosure Act, Title IX compliance and CCCAA Form R4, as well as any other related conference or college program reviews.
- Plan, organize and implement long and short-term programs and activities designed to enhance school intercollegiate programs and services.
- Promote sportsmanship to maintain appropriate conduct towards opposing players, coaches, officials, and spectators.
- Establish standards of proper student behavior to ensure accountability from all participants in the athletic department.
- Work productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Ensure staff observe and comply with all District and mandated safety rules, regulations and protocols.
- Coordinate and facilitate Title IX training for students.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- California Community College Athletic Association (CCCAA) Constitution and bylaws
- Title IX
- District policies and procedures
- Principles and practices of leadership
- Problem solving strategies
- Operations, services and activities of an intercollegiate program
- Coaching staff development
- Public relations principles and techniques
- Interpersonal skills using tact, patience and courtesy
- Planning, organization and direction of a comprehensive college intercollegiate program
- Educational and tutorial programs
- Budget preparation and control
- Purchasing and bid preparation policies, practices, and terminology
- Enterprise Resource Planning (ERP) Software
- General office software and equipment
- Principles and practices of administration, supervision, and training
- Applicable laws, codes, regulations, policies, and procedures related to the assignment
- Computer and software technology
- Methods and techniques of leadership and management

- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.

**Ability to:**

- Apply knowledge of the CCCAA Constitution, bylaws and District policies to ensure that all aspects of the athletic department are compliant.
- Apply knowledge of Title IX to ensure that the athletic department is equitable with all services and funding.
- Plan, organize, control and direct intercollegiate activities
- Supervise and evaluate the performance of assigned personnel
- Serve as liaison between administrators, personnel, parents, students, and outside agencies
- Communicate effectively both orally and in writing with a wide range of constituencies
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities
- Maintain consistent, punctual, and regular attendance
- 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
- Identify and respond to sensitive organizational issues, concerns and needs
- Prepare and present comprehensive, effective oral and written reports
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.

**Education and Experience:**

*Must meet the minimum qualifications as set forth in Title 5, Section 53420:*

Education:

- Master's degree from accredited institution.

Experience:

- One-year formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

Desirable Qualifications

- A Master's degree or higher from an accredited institution in Physical Education, Kinesiology, or Education with an emphasis in Physical Education, Kinesiology, Physiology of Exercise
- Two years of recent experience directing, coordinating, and administering college, high school, or community sports programs
- Experience promoting athletic programs

**Licenses and Certifications:**

- Possession of a valid California Driver's License to be maintained throughout employment.

**PHYSICAL DEMANDS**

The position will continuously require the ability to communicate to conduct meetings, moving/lifting of equipment for set up of athletic events, community outreach activities, enforce compliance with regulations governing operations

The position will frequently exhibit the ability to stand, walk, and run during supervision of athletic events. The position will frequently exhibit the ability to sit and use fine manipulation to grasp and operate athletic equipment, use general office equipment, and operate a computer.

**ENVIRONMENTAL CONDITIONS**

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