



Approved by the Board of Trustees on November 11, 2025
FLSA: Exempt

DEAN, INSTRUCTION- ATHLETIC DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for educational and academic support services within the Schools of Kinesiology, Health, and Athletics, including all intercollegiate athletic programs. Oversees educational planning and program development in accordance with the missions, goals, and objectives of the District and division. Coordinates assigned academic and athletic programs with other District divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Instruction in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction. Exercises direct supervision over faculty, coaches, athletic staff, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This classification plans, organizes, administers, develops, evaluates, and directs the staff, programs, projects, operations, and/or activities of Kinesiology, Health, Athletics, and all intercollegiate athletic programs. Responsible for oversight of multiple instructional and student support services aligned with the attraction, retention, and academic success of students. Operates in highly visible, sensitive, and evolving arenas working on significant and strategic issues and problems, as well as District-wide and/or Board of Trustees priorities and directives, requiring in-depth evaluation and analysis of various, and often competing, circumstances, interests, and demands.

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.

- Assumes full management responsibility for assigned educational and academic programs, services, and activities, including credit and non-credit programs and services.
- Provides vision and leadership for educational planning and program development in accordance with the mission, vision, values and goals of the District.
- Develops, directs, and coordinates the implementation of goals, objectives, initiatives, policies, procedures, and work standards for the division.
- Manages and participates in the development and administration of the division's budget.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with division standards.
- Contributes to the overall quality of the division's services by developing, reviewing and implementing policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

- Collaborates with and inspires commitment from faculty and staff to ensure the effective provision of programs, services, and support.
- Represents the division, provides consultation and technical expertise to other District divisions, departments, deans, and outside agencies.
- Coordinates curriculum development and changes; monitors committee and faculty actions related to curriculum timely updates.
- Coordinates the development of instructional schedules and recommends instructors.
- Conducts a variety of organizational and operational studies and investigations.
- Participates in, and makes presentations to, the Superintendent/President and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in higher education and community colleges.
- Oversees and directs analytical and operational studies regarding division programmatic activities.
- Directs the maintenance of working and official departmental files.
- Responds to faculty, staff, and student inquiries and complaints and assists with resolutions.
- Serves as a spokesperson for the division at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all District and mandated safety rules, regulations and protocols.
- Performs related duties as assigned.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.

Athletic Program Administration

- Provides administrative supervision and direction for the quality, administration, and oversight of all intercollegiate athletic programs.
- Responsible for the quality and integrity of all aspects of athletic programs, and the supervision of program directors, department chairs, faculty, classified staff, and athletic personnel.
- Leads and collaborates in the development of the strategic plan for Athletics.
- Oversees athletic compliance, including CCCAA, NCAA, and federal gender equity requirements.
- Supervises and evaluates the performance of assigned coaches and athletic staff.
- Monitors and supervises athletic recruitment efforts and serves as the liaison to enrollment and admissions programs.
- Develops and recommends athletic schedules including transportation, per diem, entry fees, and assignment of officials.
- Ensures compliance with local, state, federal, and District guidelines.
- Oversees the academic success and progress of student athletes.
- Provides administrative leadership in identifying and implementing plans to raise external funds.
- Participates in local, regional, and state activities to promote athletic programs and the college/District.
- 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 programs reviews.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of leadership.
- Higher education in community colleges, including the mission of the California Community Colleges.
- Accreditation standards relevant to assigned academic and educational programs.
- Curriculum development standards.
- Principles and practices of budget administration.
- District collective bargaining unit agreements.
- Principles and practices of strategic enrollment management.
- Applicable federal, state, and local regulatory codes.
- NCAA, CCCAA, and/or general rules and regulations that govern intercollegiate competition.
- Federal gender equity requirements.
- Recruiting, hiring, and evaluation procedures.
- Preparation of grant proposals, contracts, and subcontracts.
- Program review and evaluation processes.
- Educational trends, accreditation standards, and state-wide initiatives.
- Programs geared at the academic achievement of student-athletes.
- Title IX

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the division and athletic programs.
- Plan, organize, direct, and coordinate the work of personnel.
- Interpret, apply, explain, and ensure compliance with applicable regulations.
- Research, analyze, and evaluate new service delivery methods.
- Prepare clear and concise reports, correspondence.
- Develop and monitor budgets and effectively utilize resources.
- Develop and modify curriculum to meet student and community needs.
- Demonstrate sensitivity to and understanding the diverse backgrounds.
- Mentor and train new coaches in recruiting, budgeting, and scheduling.
- Apply knowledge of Title IX to ensure that the athletic department is equitable with all services and funding.

Education and Experience:

Must meet the minimum qualifications set forth in Title 5, Section 53420.

Education:

- Master's degree from an accredited college or university.

Experience:

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

Preferred Qualifications:

- Master's degree applicable to Kinesiology, Health, or Athletics.

Licenses and Certifications:

- A valid California driver's license and proof of insurability may be required to drive a District vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment. Vision to read printed materials and a computer screen; and hearing and speech to communicate. Finger dexterity is needed to access, enter, and retrieve data. Employees may be required to observe athletic events year-rounds, both indoors and outdoors. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.