

Position: Athletic Director

Grade: (Range 32)

### **Summary**

Under the supervision of the Dean of Kinesiology, the Athletic Director administers, plans, develops, organizes, coordinates, directs, reviews, and evaluates the Cerritos College athletics program and initiates program improvements as necessary.

### **Distinguishing Career Features**

The Athletic Director is a management position to the Dean of Kinesiology. This position assists the Dean as assigned, in providing leadership to develop, organize, and implement the division's goals and objectives. This position also provides leadership and direction and assists the Dean as needed in planning, developing, organizing, scheduling, directing, improving, and evaluating the college's athletic program, curriculum, and related student support services. This position keeps the athletic program compliant with local, District, State and federal regulations and requirements.

### **Essential Duties and Responsibilities**

- Implements and guides all aspects of the athletic program in a manner to maintain compliance to the district, the 3C2A and other governing bodies.
- Attends athletic home games/events/competitions and acts as, or designates, the game administrator; serve as liaison with State and conference organizations related to athletics; interface with the community in matters of community relations and affairs associated with Cerritos College athletics; attends all home and away football games.
- Arrange, organize, develop and/or administer various athletic events; advise and inform other college personnel when planning programs and services for student-athletes and athletic activities.
- Promote and coordinate Athletic programs and services and arrange for the development of promotional materials and college publications; coordinate with the Sports Information Publicist to provide athletic news releases; ensure accuracy of print and online publications related to the area of responsibility.
- Oversee and update the athletic coach's manual.
- In collaboration with the Dean of the area, review and approve all athletic schedules, conference requests, supply, and equipment orders to ensure that they meet the district policies, procedures, mission, and values.
- Coordinate master athletic calendars; oversee and approve the scheduling for athletic teams, including verifying the team has the right number of competitions and that they are within travel budgets.
- Supervise and coordinate classified staff in the division to support athletic programs, in areas such as, but not limited to, event set up, supervision, take down, as well as other items essential to program success. This could also include the evaluation of classified staff directly assigned.
- Supervise and coordinate use of athletic facilities as it pertains to athletic events or events sponsored by athletic teams as fundraisers; recommend policies for student and community use of facilities; in collaboration with facility operations, order and oversee the ongoing

maintenance of program equipment and athletic facilities.

- Develop, write, and edit required documentation for Title IX compliance, district, and 3C2A athletic program compliance, such as, but not limited to, the annual Equity in Athletics Disclosure Act (EADA), 3C2A Gender Equity Form R-4, team eligibility report R-1, department mission, diversity, and gender equity statements.
- Attends conference meetings, regional and national meetings, and all other relevant or required meetings.
- Manage, administer, and/or recommend student-athlete discipline in accordance with the 3C2A, district, and student code of conduct. Develop and/or provide information on a variety of student services and programs available to support student-athlete success and support, health, and safety.
- Prepares and presents student-athlete success program information, such as retention, persistence, success, enrollment, and transfer to shared governance committees, Faculty Senate, parents, outside groups, and the Board of Trustees as needed.
- In coordination with the Dean of the area, develops, monitors, supports, and implements external fund-raising opportunities, marketing, and public relations activities.
- Assist in the design and development of the athletic department website. Assist in the adherence to logo and artwork standards.
- Develop, prepare, submit, administer, monitor, and review annual program budgets for athletics and the Associated Student body, including budget requests for equipment, supplies, and personnel; and approve timekeeping records and requisitions.
- Recommend acquisition, maintenance, and use of athletic-related equipment; maintain an equipment-replacement plan; maintain adequate records and controls to assure that athletic expenditures and operations remain within established budget limitations.
- Orient and train new coaches; provide non-evaluative feedback, guidance, and mentorship to coaches to assure proper conduct of student-athletes and coaches at athletic events.
- Maintain a professional, supportive, service-oriented, and evaluative environment. Manage and resolve employee and student conflicts and issues.
- Participate in selecting, recommending for hire, training, supervising, and evaluating the performances of all coaches and other personnel assigned to the athletics department.
- Supervise classified staff, such as the athletic eligibility specialist, sports information publicist, equipment specialists, and athletic trainers, as well as work closely with the academic counselor to provide and develop student success programs.
- Assist in the scheduling, ~~the~~ coordination, and approval of college vehicles for athletics travel, and other district procedures.
- Serve as a resource and liaison for the college community on issues of athletics programs and promotion, which may include classroom presentations, resource material development, committee membership, and staff/faculty professional development activities.
- Participate in committees, task forces, and special assignments.
- Maintain currency of knowledge and skills related to the duties and responsibilities. Monitor and adhere to 3C2A constitution and bylaws, sports handbooks, 3C2A legislation, new State Education Code regulations, NCAA, and other State guidelines to determine athletic program impact.
- Perform other related duties as assigned.

## **Qualifications**

### **Minimum Qualifications in Education and Experience**

- Master's in physical education, exercise science, sports management, athletic administration, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, educational leadership, or physical therapy OR the equivalent. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- One year of experience serving in an administrative/leadership capacity within a collegiate athletic program. Experience working with coaches and/or faculty.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.

### **Licenses and Certificates**

- Requires a valid driver's license. Requires a First Aid and Basic Life Support or Professional CPR certificate.

### **Knowledge, Skills, and Abilities**

This position requires professional knowledge of:

- California Community College athletic programs.
- Applicable District policies and local, State and federal laws, codes and regulations.
- Knowledge of 3C2A eligibility rules and compliance.
- Best practices in athletic and implementation
- Intercollegiate athletic leadership, including supervision of coaching and professional staff.
- Athletic sporting programs with respect to planning, equipment, compliance issues, and facility needs.
- Community relations and external resource development.
- Budget preparation and management.
- Basic data collection and analysis related to student learning outcomes, retention, and success.
- Community relations and external resource development.
- Computer systems and software applications related to assigned instructional divisions.
- Organizational and management practices

This position requires demonstrated skills and abilities to:

- Communicate effectively; demonstrated excellence in oral, written, and interpersonal communications required.
- Attention to detail and proven leadership experience.
- Work independently with little direction.
- Demonstrate a strong work ethic.
- Adapt to changing work demands.
- Prepare and maintain a variety of records and reports.
- Proven ability to work with a diverse faculty, staff, and student population.
- Ability to work a flexible schedule, including evenings and weekends.
- Exceptional collaborative leadership skills to work with multiple departments throughout the college to ensure the success of student-athletes.

### **Physical Abilities**

This position requires the physical ability to:

- Work indoors and outdoors primarily engaged in work of an active nature, moving around locations requiring sufficient physical stamina to carry out duties both on and off-campus locales.
- Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range (within a few feet of the observer) to read and recognize printed materials and computer screens.
- See with sufficient near and far visual acuity (correctable 20/20 vision and color recognition) to observe moving objects, recognize physical injuries, and read printed materials with or without accommodation.
- Constantly operate standard office equipment including but not limited to a computer, printer, and copy machine.
- Project voice-over distances and background noise with or without accommodation.
- Requires the ability to lift, push, and pull objects of light-to-moderately heavyweight (less than 50 lbs.) on an occasional basis with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

### **Working Conditions**

May work in an office, gymnasium, and/or outdoors. Since work environments may vary, the noise level can be low to very high depending on the student population and activities. This position may be stationary at times. This person frequently communicates with employees, students, and the community. Must be able to exchange accurate information in these situations. The employee is regularly exposed to outdoor weather conditions (cold, wet, and humid) and/hot or humid gymnasium environment(s). The employee may be exposed to bloodborne pathogens. Travel and evening and weekend hours are often necessary to attend sporting events. Work a flexible schedule which may include evenings, weekends, and split schedules.

**Board Approved: May 1, 2019**

**Revision Date: October 16, 2024**