

Position: Athletic Director

Grade: (Range 28)

### **Summary**

In coordination with the Dean of Health, Physical Education, and Dance (HPED), the Athletic Director plans, develops, organizes, coordinates, directs, reviews, and evaluates the entire Cerritos College athletics program (currently 19 intercollegiate sports); initiates program improvements as necessary.

### **Distinguishing Career Features**

The Athletic Director is a management position reporting to the Dean of HPED. This position assists the Dean as assigned, in providing leadership to develop, organize and implement the division's goals and objectives. This position 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**

- Attend all athletic home games/events/competitions and act as, or designate, the game administrator; and 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.
- Arrange for 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 Director to provide athletic news releases; ensure accuracy of print and online publications related to the area of responsibility.
- Oversee and complete the preparation and production of the athletic procedure handbook.
- Coordinate master athletic calendars; oversee the scheduling for sport's teams, including verifying the team has the right number of competitions and that they are within travel budgets.
- Supervise and coordinate use of athletic facilities; recommend and review policies for student and community use of facilities; order and oversee the ongoing maintenance of program equipment and athletic facilities.
- Develop, write and edit all required documentation for Title IX compliance, such as the annual Equity in Athletics Disclosure Act (EADA), Commission of Athletics (COA), CCCAA Gender Equity Form R-4, department mission, diversity and gender equity statements.
- Attends conference meetings, regional and national meetings and all other relevant or required meetings.
- Enforce the code of conference and State commission on athletics.
- Make recommendations in matters of athlete discipline.

- Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety.
- Prepares and presents student athlete success program information to shared governance committees, Faculty Senate, parents, outside groups, and the Board of Trustees as needed.
- Compiles, maintains and updates data on Cerritos College persistence rates, retention rates, and transfer rates.
- In coordination with the Dean of the area, develops and implements external fund raising, marketing, and public relations activities.
- Assist in the design and development of the athletic department website.
- 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; and 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 players at athletic events; resolve 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.
- May oversee the athletic eligibility specialist, sports information director and athletic trainers as well as work closely with the academic counselor to provide and develop of student success programs.
- Oversee the coordination of college vehicles for athletics travel, insurance claim processing, and other 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 on committees, task forces, and in special assignments.
- Maintain currency of knowledge and skills related to the duties and responsibilities. monitor legislation, new State Education Code regulations 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 background 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 CCCAA 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 division.
- 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 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**

Incumbent is required to perform work of an active nature, moving around locations requiring sufficient physical stamina to carry out duties. Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time. Requires visual acuity to observe moving objects and recognize physical injuries. Requires auditory ability to project voice to a small group. Lift and move light to moderately heavy (less than 50 pounds) objects.

### **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 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**