

RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, KINESIOLOGY, DANCE, & ATHLETICS / ATHLETIC DIRECTOR

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities, operations, and delivery of assigned instructional programs; to administer all aspects of Rio Hondo College's athletic programs with a focus on student athletic and academic success; to plan, organize, control, and direct District intercollegiate activities; to schedule and coordinate intercollegiate programs and events on campus; to work with other instructional and student services departments to ensure student-athlete success; to coordinate assigned activities with other District divisions, outside agencies, and vendors; and to provide highly responsible and complex professional support to the Vice President of Academic Affairs.

SUPERVISION EXERCISED

Exercises direct supervision over faculty and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Provide leadership and direction and assume full management responsibility for assigned instructional programs, services, and activities. E
- b. Manage the development and implementation of goals, objectives, policies, and priorities for each assigned instructional program. E
- c. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. Establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. E
- d. Select, train, motivate, counsel, and evaluate instructional program personnel; provide or coordinate staff training; work with employees to develop skills and abilities. E
- e. Plan, direct, and coordinate the instructional program work plans; meet with faculty and staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. E
- f. Manage and participate in the development and administration of the instructional program budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. E

- g. Provide staff assistance to the Vice President of Academic Affairs; prepare and present staff reports and other necessary correspondence. E
- h. Coordinate the preparation of the instructional programs schedule of classes and teaching assignments; monitor enrollment; maintain overall efficiency regarding class size and faculty teaching loads. E
- i. Project FTES on a semester and annual basis; account for any discrepancy between the projected and actual FTES. E
- j. Establish and coordinate advisory committees for instructional programs, ensuring representation and expertise from the community. E
- k. Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff. E
- l. Develop, implement, and update a personal professional development plan. E
- m. Prepare, develop, write, coordinate, and administer grants. E
- n. Participate on a variety of campus committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and instruction. E
- o. Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E
- p. Respond to and resolve difficult and sensitive student inquiries and complaints. E
- q. Administer and ensure compliance with applicable collective bargaining agreements. E
- r. Administer, direct, and supervise all aspects of Kinesiology and Dance programs of the College including performances, fundraising, and other activities. E
- s. Administer, direct, and supervise all aspects of the athletic programs as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation, and insurance. E
- t. Assure game supervision and management of home athletic contests. E
- u. Assure compliance with all laws, rules, and regulations associated with national, state, and conference codes. Conduct in service compliance meetings with coaches and others associated with athletics. E

- v. Monitor student athlete academic and eligibility. E
- w. Attend league and conference meetings; maintain currency of state and conference decisions, and effectively communicate decisions to the coaching staff. Actively participate as a college representative on national, state, and local organizations including CCCAA. E
- x. Recommend for hire, supervise, and evaluate head coaches, assistant coaches, athletic training personnel, office staff, sports informational specialists, or other personnel associated with athletics. Coordinate all personnel matters with Human Resources. E
- y. Develop, allocate, and monitor budgets associated with athletic teams. Assist coaches with budgetary compliance. Approve and direct the purchase of equipment, supplies, and materials related to athletic programs. E
- z. Promote athletic programs throughout the college and within the community. E
- aa. Assist with the monitoring of all fundraising activities conducted by the athletic teams. E
- bb. 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. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- CCCAA Constitution and Bylaws
- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Operational characteristics, services, and activities of a comprehensive instructional program.
- Organization and management practices as applied to the analysis and evaluation of instructional programs, policies, and operational needs.
- California Community College System and functioning on State, local, and institutional level.
- Community needs and resources as related to classes and subjects.
- K-12, community college and university systems.

- District accounting practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.

SKILL TO:

- Operate modern office equipment including computer equipment and software.

ABILITY TO:

- Provide administrative and professional leadership and direction for the assigned instructional program.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient instructional program services.
- Plan, organize, direct, and coordinate the work of faculty and professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Identify and respond to instructional program issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of instructional program goals.
- Research, analyze, and evaluate new instructional program service delivery methods, procedures, and techniques.
- Prepare and administer instructional program budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and instructional program reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to instructional programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited college or university.
- One year of formal training, internship, or leadership experience reasonably related to the

administrative assignment, AND

- Evidence of demonstrated cultural competency in serving the diverse academic, socioeconomic, gender identity, sexual orientation, racial, and cultural backgrounds of community college student populations, including students with differing abilities (physical and/or learning), as these factors related to the need for equity-minded practices.

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, valid driver's license.

DESIRABLE QUALIFICATIONS:

- At least two years of experience administering academic programs. Two years of recent experience directing, coordinating, and administering college, high school, or community sports programs.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 57

Revised Date: May 11, 2005, February 16, 2006, April 10, 2009, January 8, 2014 (Title Only), 8/11/2021

Effective Date: 8/11/2021

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.