

## **BARSTOW COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

#### **ASSOCIATE DEAN, STUDENTS AND ATHLETICS**

##### **BASIC FUNCTION:**

Under the direct supervision of the Vice President of Student Services, the Associate Dean of Students and Athletics is responsible for planning, directing, and coordinating the intercollegiate athletic program, administrating student complaints and discipline process, and ensuring the District's Title IX compliance.

##### **REPRESENTATIVE DUTIES:**

- < Manage and administer the student conduct and student complaint policies and procedures. Review and recommend changes/updates to student complaint and discipline policies and procedures to ensure compliance with laws and regulations.
- < Review and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve the operations and programs within area of responsibility.
- < Work closely with faculty, deans, directors and other appropriate staff in support of student success and learning.
- < Act as Title IX Coordinator in compliance with all facets of Title IX, provide Title IX reporting as mandated.
- < Organize and administer all programs of intercollegiate competition in men's and women's sports.
- < Ensure faculty and staff are fully informed and knowledgeable of Title IX and District policies on mandatory reporting and discipline processes through presentations and workshops.
- < Conduct regular meetings and trainings to promote strict adherence to conference and state athletic rules, regulations, and codes.
- < Prepare and manage the annual athletics budget and monitor all athletic-related expenditures in a fiscally responsible manner.

Example of Duties (continued)

- < Organize the athletic department to achieve maximum efficiency in the utilization of staff, funds, and facilities and ensure appropriate and equitable distribution of funds and use of facilities between men's and women's sports.
- < Work in coordination with the Academic Affairs Offices and the Physical Education program in the use and maintenance of the Wellness Center.
- < Implement federal, state, and local policies and procedures governing intercollegiate athletics.
- < Coordinate all activities related to the scheduling of all athletic events, facilities, and transportation as necessary.
- < Participate in the selection, supervision, and evaluation of the coaches, support staff, and athletic trainers.
- < Represent the College and the athletic program to the community, Athletic Conference, and the California Commission on Athletics.
- < Prepare local and state reports and coordinate program review for the areas of responsibilities.
- < Serve on college and district committees as assigned
- < Assist the Vice President, Student Services, to accomplish the mission and goals of the college and goals of the related areas.
- < This position will include assignments at off-campus sites, days, evenings, or weekends.
- < Perform other duties as assigned or necessary in the management of student conduct, student discipline, Title IX compliance, and collegiate athletics.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

The academic development of all student-athletes and to the mission of the College.

Organizational, administrative, and financial management skills

Group dynamics and effective interpersonal communication skills both orally and in writing.

Computer software applications and the ability to apply administrative technologies.

The principles and practices of administration, supervision and training.

Basic scheduling and budgeting procedures and practices.

Report and handbook development procedures.

District policies and procedures.

The California Community College mission.

### **Ability to:**

Interpret and apply National Collegiate Athletic Association, California Commission on Athletics, and Foothill Conference rules and regulations.

Direct and supervise the work of others to maintain effective and cooperative working relationships.

Demonstrate sensitivity to and willingness to work with students from diverse academic, socioeconomic, cultural, and ethnic backgrounds, and students with disabilities.

Plan, organize, and evaluate programs.

Articulate clearly.

Analyze situations accurately and adopt an effective course of action.

Handle sensitive and complex issues.

Facilitate group processes with consistency and tact.

Provide direction to student and community volunteers.

Provide advice to staff/faculty.

Promote and market athletic programs to the community.

Implement fundraising models.

## **EDUCATION AND EXPERIENCE**

### Minimum Qualifications

Master's Degree from an accredited college, university, in any field of study.

Three years of progressively responsible experience in educational administration, student services, and/or teaching. Two years of experience in collegiate athletics either as a coach or an athletic director.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license (preferably a Class B license)

**WORKING CONDITIONS:**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom-Less than 25 percent = 1      Often – 51-75 percent = 3  
Occasional 25-50 percent = 2      Very Frequent – 76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**CONDITIONS OF EMPLOYMENT:**

This is a full time, 12 month, educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services programs of the College and the District.

Board Approved: 2/18/2015