

## **BARSTOW COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

#### **ASSOCIATE DEAN/ATHLETIC DIRECTOR KINESIOLOGY AND ATHLETICS**

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

Under the general direction of the appropriate administrator, is responsible to plan, organize, and supervise the intercollegiate athletic program and oversee the functions and activities of the Kinesiology Department.

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

1. Serves as the District's Athletic Director; develops, directs, and supervises the men's and women's intercollegiate athletic program including scheduling, staffing, budget development and oversight, game management, and other related duties.
2. Assumes responsibility for the athletic program's compliance with Title IX.
3. Conducts regular meetings and training to promote strict adherence among personnel and student-athletes to the conference and state athletic rules, regulations, and codes.
4. Work closely with faculty, deans, directors, and other appropriate staff in support of student success and learning.
5. Represents the college at conferences and state athletic meetings and to the community, other schools, and organizations regarding the athletic program.
6. Supervises and evaluates assigned area employees.
7. Develops an annual budget and monitors expenditures in a fiscally responsible manner.
8. Provides oversight in determining the eligibility of athletes.
9. Lead and coordinate the selection and assignment of all coaches.
10. Conducts program review and evaluation.
11. Directs staff in the use, maintenance, and security of equipment and facilities.
12. Oversees all home athletic events including the preparation of facilities, equipment, officials, and game personnel; serves as the Supervising Administrator during home athletic competitions.
13. Develops class schedules and teaching assignments in coordination with the other administrators.
14. Provides leadership in the planning, development, implementation, and evaluation of instructional courses and programs.
15. Works with faculty, staff, and administration to ensure compliance with California Code of Regulations Title 5, accreditation standards, Board Policies, and Administrative Procedures.
16. Oversees and works collegially with faculty in monitoring student success and equity outcomes, assessment activities; fosters quality instruction and optimal functioning of programs; provides support to incorporate and implement best practices within fields of instruction.
17. Serves on college governance and other committees.

18. Provides guidance and information in updating the BCC Athletics website.
  19. Working with the college marketing and communication staff, develops and implements an effective Athletics promotional program.
  20. Performs other related duties as assigned.
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## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- The rules and regulations of the intercollegiate sports offered by the college
- The rules and policies of the associated athletic conferences.
- General principles of organization, management and employee supervision, and training.
- Effective research, analytical and report writing techniques.
  
- The academic development of all student-athletes.
- Group dynamics and effective interpersonal communication skills both orally and in writing.
- Computer software applications and the ability to apply administrative technologies.
- Basic scheduling and budgeting procedures and practices.
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- District policies and procedures.
- The California Community College mission.

### **Ability to:**

- Plan, organize, direct, and administer intercollegiate athletics and an academic program.
- Be innovative and collaborative.
  
- Handle conflict and reconcile divergent views;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative working relationships.
- Apply Title IX regulations and procedures.
- Develop and maintain effective relationships with District staff, students, and community.
  
- Interpret and apply intercollegiate rules and regulations.
- Demonstrate sensitivity to and willingness to work with people from diverse academic, socioeconomic, cultural, and ethnic backgrounds, and students with disabilities.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Master’s Degree from an accredited college or university in a related field.

- Two years of experience in collegiate athletics either as a coach or an athletic director.
- One year of training, internship or leadership experience reasonably related to the administrative assignment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

- May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
- Office environment, outside working environment, athletic training room campus and athletic event environment; subject to driving to a variety of locations using college vehicles to conduct work during day and evening hours.
- Will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff, and the general public.

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.
2	Ability to drive long distances.
4	Ability to operate office equipment.
4	Ability to work in an outside environment

Associate Dean/Athletic Director, Kinesiology,  
Recreation, and Athletics  
Job Description – Range 16  
Barstow Community College District

**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: 02/15/2023