

DEAN OF KINESIOLOGY AND ATHLETICS

GENERAL DESCRIPTION OF CLASS

Under the administrative direction of the Vice President for Instruction, directs the intercollegiate athletic programs and the education programs of the kinesiology and athletics department.

Develops course schedules. Administers assigned classes and programs. Supervises instructional and classified professionals to ensure educational objectives are met, performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Dean of Kinesiology and Athletics administers all aspects of the District's athletic programs promoting student athletic and academic achievement. Oversees facilities, schedules, equipment, and athletic event participation and transportation; ensures compliance with laws and regulations related to student participation in athletic programs. The Dean partners with instructional and student services to ensure student athlete success.

REPRESENTATIVE DUTIES:

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION:

The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned.

The duties below are not inclusive but characteristic of the type of work associated with the class.

Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Provides leadership for and supervises the kinesiology and athletics department: Schedules classes within regulations and policy, supervises and evaluates associate and full-time faculty, reviews book orders and supply/expense requests, and works with the Vice President of Instruction or designee as required to develop department goals and objectives. *
2. Works with the Vice President of Instruction or designee to prepare the program's schedule of classes, teaching schedules, loads and room schedules for both day and evening classes. Supports the department with the preparation and revision of course outlines, new course proposals and educational programs. *
3. Provides leadership for and supervises the intercollegiate sports programs of the District: Supervises game management; coordinates athletic activity schedules, staffing, services, facilities, and officiating; works with coaches in arranging for and approving all team travel; disseminates and ensures compliance with conference, state, and national intercollegiate athletic rules and regulations. *
4. Provides leadership, support, and guidance to assigned staff. by fostering a collaborative and inclusive work environment, setting clear expectations, and promoting professional growth. Oversees the planning and coordination of staff activities, ensuring alignment with department goals and institutional values. Actively engages in staff development through mentoring, feedback, and recognition of accomplishments. Participates in the hiring process and, as appropriate, provides input on employee development, performance improvement, and personnel decisions including promotions and role transitions. Conducts regular evaluations to ensure effectiveness, accuracy, and alignment with department policies. Offers constructive feedback and support to facilitate continuous improvement. Directly supervises the department chair of kinesiology and

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athletics.*

5. Develops and supervises fund-raising, promotional, and marketing efforts on behalf of the department and various sports. Works with alumni, booster clubs, and other appropriate community groups; maintains an on-going public information and relations program to promote Butte College athletics. *
6. Manages facilities and resources to support the achievement of department goals and objectives. *
7. Coordinates summer and winter session kinesiology, health, and dance classes with department chair. *
8. Develops and maintains annual athletic and department budgets. *
9. Represents the District at local, regional, and state athletic or kinesiology organizations and conference meetings. *
10. Supervises the preparation of team schedules for women's and men's competitions; works with department staff to determine eligibility for all athletes in conformance with the rules as established by the state, conference, and District; prepares related reports and maintains eligibility lists. *
11. In cooperation with the kinesiology and athletics department, schedules and supervises the use and improvement of facilities as necessary. *
12. Oversees the preparation and publication of team schedules for women's and men's competitions; works with determining eligibility for all athletes in conformance with the rules as established by the state, conference, and District; prepares, generates, and submits required and/or mandated reports and maintains eligibility lists. *
13. Initiates and maintains positive relationships with other departments and members of the college community; facilitates relationships with outside entities while working on joint projects. *
14. In cooperation with the health, kinesiology, and athletics department, schedules and supervises the use of appropriate facilities; recommends improvement of the physical facilities, as necessary. *
15. Collaborates with various college offices and services to ensure that student athletes avail themselves of the appropriate matriculation, financial aid, and other services. *
16. Facilitates and ensures faculty participation in departmental decisions and college processes. *
17. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
18. Serves on a variety of District and/or college committees as requested.
19. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS EDUCATION/EXPERIENCE:

- Master's degree from a regionally accredited body in kinesiology, physical education, exercise science, sports management, sports medicine, sports business, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education; AND
- One (1) year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

DESIRED QUALIFICATIONS:

- A minimum of three (3) years of leadership experience in an athletic program at the high school, community college or university level.
- Evidence of successful program budgeting and fundraising experience.
- Sensitivity to and understanding of the diverse academic, socioeconomic, ethnic, and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators, and personnel.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Some travel is required to intercollegiate sports activities and when representing the District at regional, state, and/or national athletic, kinesiology, and athletics organizations.

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- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Operations, services, and activities of an intercollegiate program.
- Applicable laws, codes, regulations, policies, procedures, and ordinances pertaining to the specific responsibilities of the position.
- Supervisory and managerial concepts and principles.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Principles of athletic programming and educational development, including intercollegiate rules on sportsmanship, eligibility, and scheduling.
- Public relations principles and techniques.
- Budget planning and control.
- Principles and practices of administration, supervision, and training.
- Effective instructional methods and strategies and the understanding of the learning process as it applies to the needs of diverse students and athletes.
- Sports medicine and effective training principles and practices.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, and equipment including computers, computer hardware and peripheral equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Microsoft Office Suite.

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand, interpret, and apply District policies, procedures, rules, and regulations.
- Manage multiple services and functions.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, understand, learn, interpret, and apply rules, regulations, policies, procedures, and collective bargaining agreements.
- Determine student and faculty needs.

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- Develop effective instructional curricula.
- Manage the implementation of technical projects to enhance service delivery.
- Help ensure departmental compliance with all laws, regulations, and policies through effective leadership and supervision.
- Motivate and provide leadership to a diverse group of staff.
- Comprehend and stay current with evolving, complex regulations in multiple areas.
- Compose complex, technical reports, analyses, and correspondence.
- Analyze administrative problems and prepare comprehensive, clear, and concise reports and recommendations.
- Work independently while making sound, educated decisions.
- Make required mathematical calculations accurately.
- Make public presentations.
- Maintain records accurately and with confidentiality.
- Prepares comprehensive narrative, statistical, and ad-hoc reports.
- Analyze and assess programs, policies, and operational needs.
- Identify and respond to sensitive organizational issues, concerns, and needs.
- Manage budget expenditures and resource development.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and follow verbal and written directions.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides supervision, work direction, and/or guidance to assigned faculty, managers, staff, student workers, student assistants, and/or short-term, temporary employees. The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 50 pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).
- Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

Mental Demands

- While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered during the course of work.

WORK ENVIRONMENT AND CONDITIONS:

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to satisfactorily perform each essential function, with or without reasonable accommodation. Reasonable accommodations may be made to help qualified individuals with disabilities perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations, providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.