

Butte-Glenn Community College District

CLASS TITLE: DIRECTOR OF KINESIOLOGY AND ATHLETICS

M126.100

BASIC FUNCTION: Under the administrative direction of an administrator, 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 staff to ensure educational objectives are met, performs related work as required.

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 *.)*

- *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. Prepares and revises 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 conference, state, and national intercollegiate athletic rules and regulations.
- *4. Manages and supports academic and classified staff as assigned. Supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, hiring new employees, recommending employee discipline, transfers, promotions and discharge as appropriate. Reviews and evaluates the work of subordinates for effectiveness, accuracy, and adherence to department policies; offers advice and assistance as needed; supervises the coordinator of kinesiology and 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, dance, and recreation classes.
- *8. Develops and maintains annual athletic and department budgets.
- *9. Represents the District at local, regional, state, and/or national athletic or kinesiology organizations and conference meetings.
- *10. Supervises the preparation 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 related reports and maintains eligibility lists.
11. Initiates and maintains positive relationships with other departments and members of the college community; facilitates relationships with outside entities while working on joint projects.
12. In cooperation with the kinesiology and athletics department, schedules and supervises the use of appropriate facilities and recommends improvement of the physical plant as necessary.
13. Works with a variety of college offices and services to ensure that student athletes avail themselves of the appropriate matriculation, financial aid, and other services.
14. Facilitates and insures faculty participation in departmental decisions and college processes.
15. Serves on a variety of District committees as requested.
16. Performs related work as required.

MINIMUM QUALIFICATONS:

EDUCATION AND EXPERIENCE:

- Possession of a Master's degree from a regionally accredited body in kinesiology, physical education, exercise science, 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 QUALIFICATONS:

- A minimum of three 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, socio-economic, ethnic, and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.

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

Knowledge of: District policies, procedures rules and regulations; laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; the principles of athletic programming and educational development, including intercollegiate rules on sportsmanship, eligibility, and scheduling; effective instructional methods and strategies and the understanding of the learning process as it applies to the needs of racially, ethnically, and linguistically diverse students and athletes; sports medicine and effective training principals and practices.

Ability to: apply District policies, procedures, rules and regulations; manage multiple services and functions; determine student and faculty needs; 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 academic and classified staff; comprehend and stay current with evolving, complex regulations in multiple areas; compose complex, technical reports, analyses, and correspondence; analyze administration problems and prepare comprehensive, clear, and concise reports and recommendations; make sound, education decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; make public presentations; maintain records accurately and with confidentiality as required; manage budget expenditures and resource development.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to academic and classified staff.

PHYSICAL EFFORT:

Normal office environment. Considerable travel to intercollegiate sports activities and when representing the District at regional, state, and/or national athletic or kinesiology and athletics organizations; frequent walking and standing; some lifting and carrying objects of moderate weight (12 to 20 pounds).

CONTACTS:

Faculty, Staff, Students and the general public.

WORKING CONDITIONS:

Normal office environment. Tasks require frequent walking and standing with some lifting and carrying of objects of moderate weight (12 to 20 pounds); some exposure to extreme weather conditions.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.