



ATHLETIC DIRECTOR

DEPARTMENT:

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - G](#)

POSITION PURPOSE:

Reporting to the Vice President of Instruction and Institutional Research, for the supervision of the Athletics Division and teaching programs and duties within the division. The Athletic Director works collaboratively with the Division Dean of Fine Arts, Communication and Kinesiology & Athletics in overseeing the Kinesiology department. The position also collaborates with the Facilities Rentals Coordinator regarding athletic facilities reservations.

NATURE and SCOPE:

The Athletic Director is responsible for the vision, leadership, , personnel management and financial accountability of the athletics program, and is directly responsible for compliance with all applicable rules and regulations associated with the program.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Adhere to personnel policies and practices in compliance with District, state and federal regulations. Coordinate with agencies, advisory bodies, accreditation and athletic commissions on the standards, codes, compliance regulations and laws related to the division's programs, services, activities and facilities.
2. Collaborate with the Division Dean of Fine Arts, Communication and Kinesiology & Athletics to schedule the required Athletics courses, coach/faculty assignments, faculty evaluations, and teaching load of all full- and part-time athletics faculty with the approval of the Vice President of Instruction and Institutional Research.
3. Responsible for compliance with the California Community College Athletic Association (CCCAA) rules and regulations for intercollegiate sport teams and related activities. Responsible for all aspects of athletic eligibility.
4. Coordinate with student services, especially the athletic counselor, to ensure athletes and the college comply with procedures and requirements.
5. Responsible for the development and implementation of the Athletics budget and all team related accounts. Oversee all aspects of record keeping, accounting and reporting related to game management, personnel employed, income and expenses incurred, budgets required, and facilities and equipment needed for athletics.
6. Manage intercollegiate competitions and practices and related events including athletic training and sports medicine.
7. Responsible for the administration of personnel policies and practices; hiring, assignments, evaluation and load for full-time and part-time coaches; and hiring, developing, directing and evaluating classified staff.
8. Oversee all athletic activities, on or off campus.
9. Supervise all coaches and team activities. Supervise the Athletic Trainer and the related programs in the Athletic Treatment Center.

10. Coordinate with other college and district departments and offices on the operational requirements of athletics in the college. Coordinate with the Dean of Counseling, Admissions and Records and Special Programs on advising, student services and enrollment management issues related to the division and its students.
11. Coordinate with agencies, advisory bodies, accreditation and athletic commissions on the standards, codes, compliance regulations and laws related to the college's athletics programs, services, activities and facilities. Represent Athletics in an administrative capacity as assigned including attending local, regional and statewide athletic meetings.
12. Attend and oversee Foothill College Athletic events.
13. Represent the Division in an administrative capacity as assigned.
14. Assure compliance with the District's Injury and Illness Prevention Program by providing motivations, incentives and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Quality principles of trust, teamwork and collaboration.
2. Athletic administration.
3. Rules and regulations adopted by the California Community College Athletic Association (CCCAA) for intercollegiate sports teams and related activities as well as National Collegiate Athletic Association (NCAA) policies.
4. Title V and Education Code regulations.
5. District safety policies.
6. Principles and practices of high education organizations and structures.
7. Principles of leadership, management and supervision.
8. Mission and goals of community colleges.
9. Concepts and principles of student learning.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Implement concepts of shared governance.
3. Develop and implement strategic planning processes.
4. Communicate effectively orally and in writing.
5. Work effectively with diverse students, staff, faculty and administrators individually and as team members.
6. Interpret and apply rules, regulations, policies and procedures.
7. Represent and promote the interests of the division in the administration of the college and the district.
8. Provide leadership to a diverse group of faculty and staff.
9. Handle difficult and sensitive issues and problems and resolve conflicts.
10. Train, assign, supervise, evaluate and develop staff.

Education and Experience:

1. Bachelor's degree in athletic/sports management, business management, physical education or a related field.
2. Three (3) to five (5) years supervisory and administrative experience.

Preferred Qualifications:

1. Master's degree in relevant area of study.

2. Experience serving in an administrative capacity within a collegiate athletic program.
3. Coaching experience.
4. Experience working with coaches and/or faculty.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. May include travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 50 lbs.

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