



**DIVISION DEAN, PHYSICAL EDUCATION AND ATHLETICS**

**DEPARTMENT:**

**COLLEGE:** De Anza

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

**POSITION PURPOSE:**

Reporting to the Vice President of Student Services/Provost Multicultural/International Learning Community, provides leadership in the development of teaching; formulates and implements division goals and objectives; organizes and coordinates divisional programs; supervises the preparation of the class schedules; makes operational decisions; coordinates division needs with college services; reviews curriculum trends; and supervises certified and classified staff.

**NATURE and SCOPE:**

The Division Dean of Physical Education and Athletics supervises full-time and part-time Teaching Equivalents, Athletic Director, Athletic Academic Coordinator, Athletic Trainer, Athletic Equipment Attendant, Schedule Coordinator, Secretary III, Custodian II, and Grounds Gardener II.

This position is responsible for supervising the class schedule; monitoring class enrollment; reassigning faculty in-line with Board Policy for class cancellation; developing department budget and determining allocation of department funds; and scheduling and monitoring the use of facilities by class, sports teams and outside groups.

**KEY DUTIES and RESPONSIBILITIES:**

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

1. Identify and resolve problems and conflicts that interfere with the daily operation of the academic unit.
2. Develop and implement new teaching and learning strategies for the division.
3. Identify and participate in quality staff development programs.
4. Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title IX, Federal regulations on Gender Equity, Curriculum Development, and Title V Standards.
2. Personnel management.
3. Foothill governance policies.
4. District policies and procedures.
5. Computers: commonly used software and communication mediums.
6. ESCH/FTE productivity ratios.
7. Safety and health standards for operating a physical education facility.

**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. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Strong supervisory skills.
4. Public speaking, problem solving, and interpersonal.
5. Proven leadership and management.

**Education and Experience:**

1. Advanced degree in Physical Education or other related field.
2. Two years teaching in a high school or post-secondary institution.
3. Leadership in an educational setting.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to outdoor activities to supervise programs

**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 20 lbs.

Date Approved: February 1996

Ed Code: H-10

Creditable Service: STRS