

DIRECTOR, ATHLETICS & STUDENT-ATHLETE SUCCESS

DEPARTMENT: Physical Education and Athletics Division

COLLEGE: De Anza College

SALARY GRADE: [A2/A3 – H](#)

POSITION PURPOSE:

Reporting to the Dean of Physical Education & Athletics, provides culturally responsive leadership and delivery of program objectives for the Athletic department of the college. This position is responsible for ensuring a demonstrated commitment to and alignment with institutional core competencies, multicultural education, equity, and culturally responsive practices across the department.

The position includes the management of intercollegiate athletic programs and the leadership of the academic/support services for athletic teams.

NATURE and SCOPE:

The Director is responsible for the quality and administration of the department; and provides a broad range of services to support and promote student-athlete success. This position has oversight of athletic team scheduling, compliance, eligibility, recruitment activities, orientation, and in-service training.

The Director is responsible for and implementation of department equity goals/objectives and is responsible for organizing and coordinating departmental programs – including cohorts in FAST (Fostering Academic Success Together), REACH (Reading, English, Athletics, Counseling, Humanities), SAAC (Student-Athlete Advisory Council) and SASG (Student-Athlete Support Group).

This position also makes operational decisions, coordinates department needs with college services throughout the campus and the district.

The Director assists the Dean in determining the allocation of department funds, the supervision and onboarding of department classified professionals, temporary and student employees, and volunteers; and with College Operations/Facilities Rentals to schedule and monitor 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. Develops, directs, and supervises the intercollegiate athletic programs related to staffing, facilities, game management, student-athlete eligibility, physical examinations, equipment, transportation and insurance; serves as the primary contact for home athletic events.
2. Supports, implements and promotes compliance with the college and district's equity plans in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, programs and services; assist in the selection, training, supervision, and evaluation of program staff.
3. Ensure equity and compliance with Board policies, the California Education Code, and sports rules/regulations established by sport conferences, California Community Colleges Athletic Association (CCCCAA) and four-year institution affiliates; interpret and ensure compliance with Title IX objectives and the Equity in Athletics Disclosure Act (EADA).
4. Establish an atmosphere that promotes student success and wellness; oversee the academic progress of student-athletes to ensure eligibility and academic success; coordinate with campus programs and support services, including Financial Aid; Equity and Engagement Division; Learning Communities; Student Success Center/Tutoring Services; International Students; Disability Support Services; Adapted Physical Education; and Food Pantry; connect the department with campus and community resources related to mental health/psychological services, and food/housing insecurities, with a focus on disproportionately impacted students.
5. Represent the District as an active member and participant at local, regional and state meetings; attends conference meetings for Athletic Directors as required; conducts regular meetings/trainings to promote strict adherence among personnel and student-athletes related to conference and CCCCAA Constitution & Bylaws; participate in campus/district committees and provides information for advisory and athletic commissions.

6. Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compiles intercollegiate athletic program statistics and reports as required; ensure the successful completion of athletic department Program Reviews, the assessment of student learning outcomes, annual reports, action plans, and other college-required reports related to academic progress, success and transfer rates, demographics, and equity gaps.
7. In coordination with the Office of Communications, assist with public relations projects related to the athletics website, social media platforms and live streaming.
8. Assist and collaborate with outreach and community partnerships with local K-12 schools, youth/non-profit organizations, local universities, professional teams, advisory groups, services clubs, and chambers of commerce; participates in local, regional and state activities to promote athletic programs and the college/District; direct the marketing of athletic programs among students, alumni, staff, and the community; assist in interpreting college programs to the general public through community contacts, and participation in community activities; serve as liaison between administrators, personnel, outside agencies, vendors, boosters, students and parents.
9. Responsible for coordinating athletic cohorts (FAST, REACH, SAAC, SASG) and student-athlete recognition celebrations; fundraising efforts, and the athletic Hall of Fame in coordination with athletic coaches, alumni, committees, and college/district and business partners.
10. Cultivate campus relationships and coordinate responsibilities with Counseling, Student Activities, Student Government, Buildings and Grounds, Campus Security, and other college staff.
11. Develop, allocate and monitor the Associated Student Body budgets associated with athletic teams; assists coaches with budgetary compliance, and approves and directs the purchase of equipment, supplies, and materials related to athletic programs.
12. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Quality principles of trust, teamwork and collaboration.
2. Principles of practices of higher education organizations and structures.
3. Principles and practices of management and supervision.
4. Mission and goals of community colleges.
5. Concepts and principles of student learning.
6. Intellectual and pragmatic demands and concerns of the various disciplines.
7. Support of curriculum development.
8. 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.
9. District policies and procedures.
10. Safety and health standards for operating a physical education facility.
11. Social media, public relations and fundraising as they relate to college programs and athletics.

Education and Experience:

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. Bachelor's Degree from an accredited institution in Physical Education or related field.
3. One (1) year of leadership experience.

Preferred Qualifications:

1. Master's Degree.
2. Leadership experience in a higher education environment.
3. Administrator experience.
4. Experience working with and on behalf of student-athletes.
5. Experience in fundraising for college programs and athletics.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to outdoor activities to supervise programs.
2. Workdays include some evenings, weekends, and holidays to cover home athletic events.

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: July 2021

Ed Code: H-11

Creditable Service: PERS