

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Physical Education, Dance and Athletics/Athletics Director	Management Team Educational Administrator	Range: 14.5      Days: 224 DEAN II

## **JOB DESCRIPTION:**

Under general direction, has principal administrative responsibility for the instructional and athletic programs under his or her supervision. Additionally, the Dean also serves as the College's Athletics Director and has direct managerial responsibility for all college intercollegiate athletic programs and other assigned and related departments. In both capacities, he or she functions as the primary contact with department chairs, directors, or coordinators with regard to budget, curriculum schedule, program development, and staffing issues. Initiates, coordinates, and/or supervises major educational initiatives related to the liberal arts and sciences and to vocational programs, such as developmental education, student learning outcomes, and others as identified.

## **SCOPE:**

The Dean, Physical Education, Dance and Athletics/Athletics Director contributes to the development of policies and procedures pertaining to the instructional and athletic programs of the District, and under the general direction of the Vice President of Academic Affairs/Assistant Superintendent, has major responsibility for interpretation and implementation of these policies and procedures, including the selection and evaluation of faculty and classified staff, curriculum development, scheduling of classes, and program budget development and monitoring.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Participates in educational planning and policy development in conjunction with the other academic deans.
2. Develops, directs, and monitors a comprehensive athletic program with attention to equity for both men and women.
3. Serves as primary contact with assigned department chairs, directors, and coordinators.
4. Works with assigned departments on short and long-term planning, review and evaluation.
5. Supervises fund-raising efforts on behalf of the Physical Education, Dance & Athletics Department.
6. Supervises the development of the schedule of classes for his/her cluster, monitors enrollments and faculty loads.
7. Supervises the scheduling of appropriate facilities and recommends improvement of the physical plant as necessary.
8. Assists with recruitment, selection and evaluation of faculty and classified staff.
9. Evaluates department chairs within the cluster.

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10. Supervises the preparation of team schedules for women's and men's competitions; oversees all athletes in conformance with the rules as established by the state, conference, and District, and monitors program compliance to all rules and regulations.
11. In consultation with departments within the cluster, prepares and monitors program budgets.
12. Receives, reviews, and facilitates resolution for student, faculty or staff complaints.
13. Organizes and assists with alumni and other appropriate community groups. Maintains an on-going public information and relations program to promote all SRJC athletics. Plans, organizes and assists in supervising the Bear Cub Trust operation.
14. Serves on standing and ad hoc committees as required.
15. Interprets, implements and assures compliance with all Board policies and pertinent requirements of Title 5, Title IX, and the Commission on Athletics Constitution and By-Laws that affect the program.
16. Prepares reports as needed for presentation to the Board of Trustees.
17. Represents the District in local, regional and state-wide instructional meetings and committees.
18. Performs other duties as assigned by the Vice President of Academic Affairs/Assistant Superintendent

### **KNOWLEDGE OF:**

1. Community college curriculum and the promotion and development of instructional programs, especially those related to Sports, Health and Fitness and college athletics.
2. Instructional pedagogy.
3. Learning theory and student characteristics.
4. Local, state and national collegiate athletic regulations, including eligibility rules; affirmative action, hiring, and evaluation procedures.
5. Student services programs.
6. Budget processes.
7. Interpreting and enforcing faculty and classified collective bargaining contracts.
8. Legal and regulatory climate in California community colleges.
9. Program review and evaluation processes.

### **ABILITY TO:**

1. Plan and organize large, complex tasks; supervise the work of staff members.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.

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4. Communicate clearly, both orally and in writing.
5. Advocate for the District's programs and services.
6. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

#### *Education:*

Master's degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

#### *Experience:*

One year of formal training, internship or leadership experience reasonably related to this assignment.

#### *Preferred Qualifications:*

Familiarity with the California Education Code.

### **SUPERVISION RECEIVED:**

The Dean, Physical Education, Dance and Athletics/Athletics Director reports to the Vice President of Academic Affairs/ Assistant Superintendent.

### **SUPERVISION EXERCISED:**

Under the general direction of the Vice President of Academic Affairs/Assistant Superintendent, provides primary supervision for the programs in the Physical Education, Dance and Athletics Department. The Dean supervises faculty, classified support staff, STNC's and student employees within the cluster.

Board Approved: July 16, 2008