

ATHLETIC PROGRAM DIRECTOR (Insert athletic program)**GENERAL DESCRIPTION OF CLASS:**

Under the general direction of the Dean of Kinesiology and Athletics, the Athletic Program Director provides instructional, administrative, operational, compliance, and supervisory leadership for an assigned intercollegiate athletic program. The incumbent serves as the Instructor of Record for assigned athletic and kinesiology courses while directing all aspects of program planning, student-athlete success, personnel supervision, budget administration, recruitment, community engagement, and regulatory compliance.

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 *.

BASIC FUNCTION:

The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Directs and administers all aspects of an assigned intercollegiate athletic program. *
2. Develops program goals, strategic plans, and student success initiatives. *
3. Serves as Instructor of Record including curriculum implementation, attendance accounting, grading, assessment, and instructional compliance in assigned area. *
4. Recruits, retains, mentors, and supports student-athletes. *
5. Supervises practices, competitions, conditioning, and program operations during in-season and off-season sessions. *
6. Coordinates and, when necessary, provides transportation for student-athletes to and from athletic events, practices, tournaments, and other program-related activities while maintaining a safe, professional, and supportive environment. *
7. Provides administrative oversight of an assigned athletic program. *
8. Exercises independent judgment regarding program operations, compliance, budgeting, and student-athlete success. *
9. Prepares and monitors budgets and fundraising activities in coordination with the Dean of Kinesiology and Athletics. *
10. Performs comprehensive supervisory duties in assigned program, including assigning tasks, developing staff performance goals, mentoring and training employees, approving schedules and leaves, contributing to performance evaluations, and recommending performance improvement plans or disciplinary actions in collaboration with administration and Human Resources, in accordance with collective bargaining agreements. *
11. Consults with District staff and departments regarding student needs in order to develop and provide early and appropriate interventions, solutions, guidance, and follow-up to improve student retention, persistence, and completion. Works collaboratively with District programs and departments. *

12. Ensures compliance with California Community College Athletic Association (3C2A), conference, District, state, and federal regulations including Title IX and California Education Code. *
13. Coordinates scheduling, travel, facilities, equipment, and purchasing. *
14. Represents the College at athletic, conference, community, and professional meetings. *
15. Develops partnerships with schools, community organizations, and supporters. *
16. Prepares reports, monitors outcomes, and recommends program improvements in conjunction with the assigned administrator. *
17. Supports institutional enrollment, retention, completion, transfer, and equity initiatives. *
18. Assists with care and maintenance of athletic facility, creating work orders and collaborating with Facilities Planning and Management. *
19. Assists with planning and execution of special projects and events. *
20. May represent the District at local, regional, and state athletic competitions and or events.
21. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.
22. Serves on a variety of District and/or college committees as requested.
23. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's degree and two (2) years of progressively responsible experience in coaching, athletic administration, student services, instruction, or a closely related field;
OR
- Associate's degree and six (6) years of progressively responsible experience in coaching, athletic administration, student services, instruction, or a closely related field.

DESIRED QUALIFICATIONS:

- Master's degree.
- Community college athletic experience.
- Experience supervising personnel and managing budgets.
- Demonstrated success in student-athlete recruitment and retention.
- Knowledge of community college athletics governance and compliance.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver's license 'if and when' travel is required in the course of work.
- Cardiopulmonary Resuscitation (CPR) Certification.
- Automated External Defibrillator (AED) Certification.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

(May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.

- California Education Code and Title 5 as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies and procedures governing the District.
- Operations, services, and activities of assigned intercollegiate program.
- Applicable laws, codes, regulations, policies, procedures, and ordinances pertaining to the specific responsibilities of the position.
- Supervisory and managerial concepts and principles.
- Theories, principles, and best practices in administration and supervision and training of assigned staff.
- Principles of athletic programming and educational development, including intercollegiate rules on sportsmanship, eligibility, and scheduling.
- Budget planning and control.
- Effective instructional methods and strategies and learning processes as they apply to the needs of diverse students and athletes.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, and equipment including computers, computer hardware and peripheral equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Microsoft Office Suite.

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand, interpret, and apply District policies, procedures, rules, and regulations.
- Manage multiple services and functions.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, understand, learn, interpret, and apply rules, regulations, policies, procedures, and collective bargaining agreements.
- Determine student and faculty needs.
- Develop effective instructional curricula.
- Motivate and provide direction to a diverse group of students and staff.
- Comprehend and stay current with evolving, complex regulations in 3C2A.
- Work independently while making sound, educated decisions.
- Make required mathematical calculations accurately.
- Engage in community service.
- Maintain records accurately and with confidentiality.
- Analyze and assess program and operational needs.
- Manage budget expenditures and resource development.
- Plan, organize, and prioritize workload to meet schedules and timelines.

- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides supervision, work direction, and guidance to assigned faculty, managers, staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college, and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to twenty-five (25) pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with

District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works in indoor and outdoor environments including gyms and athletic fields with constant interruptions from student athletes, students, faculty, and staff.

- **Working Conditions**

The incumbent is subject to work in sports facilities and athletic venues. Incumbents will be subject to driving to conduct work, must be able to react to emergency situations in various locations, and are subject to exposure of bodily fluids and other communicable diseases. Work is performed indoors and outdoors in a variety of weather conditions.

Butte-Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte-Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, gender identity, gender expression, color, national origin, language, accent, citizenship status, immigration status, ancestry, age, religion, sex, sexual orientation, parental status, marital status, veteran status, pregnancy, genetic information, physical or mental disability or medical condition, or on the basis of these perceived characteristics.