

College of the Redwoods

Position Description

Position: Director, Physical Education and Athletic Programs	Position Number:
Department: Physical Education	FLSA: Exempt
Reports to: Executive Cabinet Member	Salary Grade: 130

Summary

The Director, Physical Education and Athletic Programs plans, organizes, coordinates, supervises, and evaluates a comprehensive program of intercollegiate athletic activities, including but not limited to the following representative duties.

Essential Duties and Responsibilities

- Manages intercollegiate athletic activities in compliance with District, State, Federal, and/or California Commission on Athletics (COA) regulations, policies, and standards, including Title IX; keeps others informed as appropriate to their responsibilities.
- Trains coaches and other staff regarding eligibility rules; works with Admissions and Records to complete eligibility; completes necessary notifications and paperwork.
- Identifies and recommends curriculum needs for the athletic program; assists in scheduling course offerings for athletics; articulates with secondary schools to inform them of educational and athletic opportunities at West Hills Community College.
- Develops and approves team schedules with coaches; works with coaches and staff to make travel arrangements for games.
- Works with coaches and staff to make sure arrangements for home contests are made including facilities, game officials, support staff, security, field/court decorum, concessions through Athletes Club; attends home athletic events, or arranges for coverage.
- Develop, foster and maintain positive working relationships with and between the College staff and local media representatives and organizations.
- Develops the athletic budget with coaches and staff; reviews and manages budget priorities and allocations, adjusting to meet changing needs; approves budget expenditures.
- Attend and report at all Booster Club meetings on the various programs and their status.
- Determines staffing, facility, and equipment needs for the athletic program, planning for future needs.
- Approves special events involving athletic facilities; arranges for equipment distribution and collection.
- Maintains positive community relations; coordinates publicity with coaches and Public Relations including season passes, press releases, schedules, awards banquets, community groups, etc.
- Direct the program of the district to accommodate a diverse student

population.

- Assist in the growth and success of a diverse population of students through careful preparation of materials.
- Incorporate the use of technology in delivery of computerized presentations, and Microsoft Office Suite.
- Operate a computer, printer and other office equipment as assigned, be proficient in the office suite and its components, word, excel and operate a camera.
- Supervises coaches, athletic trainer, equipment manager and support staff including recommendations for hire, evaluations for all staff in the Athletic Department, evaluation of all programs and determination of staff development needs, including flex activities for all staff.
- Available to student athletes on a variety of issues, refers them to appropriate District resources for assistance as appropriate.
- Serves as administrative representative during athletic events.
- Serves as advisor for the Athletes Club.
- Perform related duties as assigned.

Qualifications

Knowledge and Skills

Knowledge of athletic rules, particularly of the California Commission on Athletics and Title IX; operational aspects of athletic teams activities, including competitions; athletic field/facilities conditioning and equipment operation; required safety practices; teaching practices and techniques; techniques of personnel supervision; planning techniques; faculty management techniques; report writing; District policies and procedures; community college operations; and the ability to understand and deal with Diversity.

Abilities

Ability to learn, interpret, communicate and apply applicable District, State, Federal, and COA regulations, standards, and requirements; plan, organize, coordinate, supervise, and evaluate a comprehensive athletics program; develop curriculum and course schedules; communicate effectively verbally and in writing; select, train, supervise, and evaluate coaches and all staff; work independently; prepare and manage a departmental budget; provide research, compile data, analyze information, make recommendations, prepare reports; conduct meetings; work cooperatively with others; positively represent the college to the public; coordinate group work efforts; set priorities; stay professionally current; work variable hours, including evenings and weekends.

Physical Abilities

Sitting and standing for extended periods of time, hearing and speaking to communicate and exchange information, moderate lifting and carrying athletic equipment up to 50 pounds. Dexterity of hands and fingers to operate a computer keyboard

Education and Experience

Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background of community college students. Possession of a Masters Degree and one year of formal training, internship, or leadership experience reasonably related to the assignment

Licenses and Certificates

Valid CA Drivers license.