

ASSOCIATE DEAN, ATHLETICS
JOB DESCRIPTION – ACADEMIC ADMINISTRATIVE

POSITION OVERVIEW

Under the general direction of the Dean of Kinesiology, Health, and Athletics (KNHA), the Associate Dean of Athletics provides leadership and oversight for all aspects of the Intercollegiate Athletics program, as well as broader divisional activities. This position is responsible for the development, coordination, and delivery of athletic programs and scheduling. The Associate Dean also serves as the Athletics Director, ensuring compliance, program excellence, and student-athlete success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are essential for this position and illustrate the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Development and delivery of intercollegiate athletic program and athletic scheduling.
2. Serve as Athletics Director with overall responsibility for the coordination of all aspects of the athletics program and intercollegiate competition.
3. Coordinate, review, and market the athletic programs.
4. Schedule athletic contests and manage the department's facilities and events calendar.
5. Ensure teams are properly equipped and arrange transportation for athletic events.
6. Supervise and evaluate assigned staff.
7. Assess the operational effectiveness of all athletic programs; lead long-range planning for the Athletics Division.
8. Develop, prepare, submit, administer, monitor, and review annual athletics program budgets, including requests for equipment, supplies, and personnel.
9. Propose and assist with processing capital outlay projects, facility modifications, and the annual purchase of athletic equipment and supplies.
10. Organize and assist in fundraising activities for athletic programs, including oversight for athletics club fundraising activities; disseminate information regarding available fundraising projects and activities; monitor fundraising activities conducted by coaches.
11. Support booster and affiliate organization leaders with the ordering, sale, and delivery of logo apparel, passes, plaques, and related materials.
12. Identify vendors and assist in securing services, facility use, and professional agreements and contracts.
13. Maintain accurate records and prepare compliance trainings and reports in accordance with California Community College Athletic Association (3C2A), Title IX, and Gender Equity R4 legislation.
14. Represent the college in athletic associations and conferences (e.g., 3C2A) in collaboration with the Division Dean and Chancellor's designee.
15. Oversee athletics communications, promotional materials and publications; coordinating with Public Information Officers and the Sports Information Coordinator on media relations, print materials, website, and social media; serve as liaison with state and conference organizations and manage community relations for College Athletics.
16. Attend, manage, and staff athletic events, including working non-traditional hours (evenings, weekends, holidays); attend or assign game administrators for all home athletic events and competitions.
17. Monitor maintenance and usage of classrooms and athletic fields; identify facility needs and direct planning for the movement, creation, or elimination of facilities; supervise use of athletic facilities; coordinate athletic uses of training and weight room facilities; review and recommend policies for student and community use of facilities at the college; review and recommend changes, repairs and improvement of athletic equipment and facilities.

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18. Address faculty and staff requests and analyze program needs.
19. Negotiate off-campus facility arrangements for athletic contests.
20. Coordinate student-athlete admission, eligibility, matriculation, academic completion, and transfer processes.
21. Supervise and evaluate the effectiveness of all aspects of the intercollegiate athletics programs.
22. Recommend and implement District policies and regulations.
23. Coordinate eligibility and gender equity compliance.
24. Provide insight and support to the Dean and Department Chair in areas such as staffing, scheduling, and classroom utilization for Intercollegiate Athletics.
25. Represent the college at athletic conference and statewide athletic meetings; plan and present at division and coaches meetings.
26. Collaborate with the Division Dean on district purchasing, information systems access, staff advising, and grant proposal development.
27. Make recommendations regarding hiring, training, professional development, and staff assignments; assist coaches in hiring staff and provide hiring recommendations to the Dean of Kinesiology and Athletics.
28. Address and resolve staff grievances and personnel matters.
29. Ensure compliance with collective bargaining agreements; enforce District policies and regulations related to personnel; approve timekeeping records for all athletic department staff.
30. Evaluate the performance of assigned staff and provide guidance and support for improvement as needed.
31. Assign staffing for the Success Center for Athletes.
32. Oversee discipline processes for student-athletes, including resolution of grievances and complaints.
33. Maintain accurate and up-to-date student-athlete records.
34. Monitor and support student-athlete recruitment, retention, academic progress, eligibility, health, and safety; collaborate with athletic trainers to ensure all participants complete health screenings prior to each sports season.
35. Coordinate with the athletic counselor on admission and enrollment processes for student-athletes; monitor ongoing academic eligibility of all participating student-athletes, along with academic completion and transfer progress.
36. Ensure weekly eligibility reports are completed for all in-season student-athletes and that results are distributed to head coaches; coordinate the daily operations of the Success Center for Athletes.
37. Provide leadership and work collaboratively to enhance student support services and programs for student-athletes.
38. Collaborate with faculty and staff to support the development, maintenance, and program review of Kinesiology Intercollegiate Athletics academic programs, class schedules, catalog updates, and course offerings; analyze athletic trends and strategically plan for the expansion or enhancement of athletic offerings.
39. Chair and supervise District committees and task forces as assigned.
40. Ensure equitable support and access to resources for men's and women's sports in compliance with Title IX.
41. Perform additional duties and special projects as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Applicable laws, regulations, policies, and procedures relevant to the position.
2. Leadership in an academic and athletic setting.
3. Effective and concise verbal and written communication skills.
4. English usage, spelling, grammar, and punctuation.
5. Leadership, team building, motivation, and conflict resolution principles.
6. Principles of supervision, training, and performance evaluation.
7. Techniques to prevent and resolve interpersonal and professional conflicts.

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8. Effective planning and organizational techniques.

Ability to:

1. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
2. Guide the athletics department in strategic planning, program development, and execution of its mission in alignment with the College's goals and objectives.
3. Communicate effectively both orally and in writing.
4. Interpret, apply, and explain rules, regulations, policies, and procedures.
5. Manage budget and fiscal affairs.
6. Develop and implement procedures that improve efficiency and ensure compliance with applicable laws, codes, regulations, policies, and procedures.
7. Adapt to changing legal, policy and procedural requirements.
8. Establish and maintain cooperative working relationships with college and district personnel, vendors, professional colleagues and representatives from various outside agencies.
9. Oversee, direct, and coordinate the work of assigned staff.
10. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.
11. Analyze situations accurately and adopt an effective course of action.
12. Manage multiple projects while meeting schedules and timelines.

MINIMUM QUALIFICATIONS

Education and Experience:

Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, and one year of formal training or leadership experience reasonably related to the administrative assignment.

DESIRABLE QUALIFICATIONS

A minimum of five (5) years of collegiate head coaching or leadership experience reasonably related to this assignment.

Board of Trustee Approval Date: September 15, 2025