

IMPERIAL COMMUNITY COLLEGE DISTRICT

ASSOCIATE DEAN, ATHLETICS, EXERCISE SCIENCE, & HEALTH EDUCATION

DEFINITION:

Under the direction of an appropriate supervisor and in coordination with Academic Services & Student Services, plan, organize, coordinate, administer and manage activities within the Athletics, Kinesiology, Exercise Science and Health Education programs.

EXAMPLES OF DUTIES:

- Lead, supervise, assign, train and evaluate the performance of assigned faculty and staff; assign and review work; make employment decisions regarding the assignment and selection of employees in assigned area.
- Perform duties as the Athletic Director; Attend and supervise athletic competitions and events; Attend Athletic conference and professional organizational meetings and trainings; Prepare and submit reports and data as required; Ensure compliance with Title IX, Title 5, CCCAA rules, Athletic Conference rules, and other regulatory requirements; review and approve athletic competition and event scheduling.
- Represent the college and lead efforts in building and improving athletic programs; work closely with local K12 districts and the community in recruitment and promoting of IVC athletics; organize student and athletic fund raising events; encourage student athletes to participate in student activity events.
- Attend department and committee meetings including student activities; Work closely with Student Services and ASG in the planning and support of college events and activities; Represent assigned area within the division and administration.
- Plan, budget and review assigned programs; Submit and prioritize budget enhancements in support of area programs; monitor and maintain department and program budgets.
- Coordinate with Student Services team to provide counseling and support services to Student Athletes.
- Develop and implement accurate and timely semester schedules, catalog information, and coordinate curriculum with faculty; Assign instruction modality ensuring efficiency while maintaining the quality of education, including classroom, facility, and office assignment.
- Responds to and resolve employee and student grievances.

- Ensure competence and qualifications of faculty and staff, including cultural competence, inclusion and equity minded; Provide professional development of faculty and staff to foster growth and currency.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge in Curriculum development.
- Knowledge in the use of modern office equipment and systems.
- Knowledge in leading and managing academic and athletic programs.
- Ability to effectively communicate, both orally and written.
- Ability to plan and organize.
- Knowledge of federal, state, and local laws and regulations governing assigned areas.
- Understand community college students and student equity, their diverse ethnic, social economic and cultural backgrounds.
- Ability to problem solve, make decisions, and achieve consensus.
- Knowledge of new technologies as tools for learning, teaching, and managing work.
- Ability to direct, manage, and evaluate faculty and staff.
- Knowledge of budget development and fiscal management.
- Ability to multi-task, establish priorities and manage time, and meet deadlines
- Knowledge of Student Learning Outcomes (SLO) design, development, implementation, and assessment.
- Ability to work collaboratively with all college groups and community.
- Knowledge of State and Federal codes, statutes and regulations that govern California and the California Community College Athletic Association regulations.
- Ability to interpret, apply, and explain rules, regulations, policies and procedures.

MINIMUM QUALIFICATIONS:

Possess a Master’s degree in Kinesiology, Physical Education, Health Education, Public Health, Sports Management, Sports Administration or related field.

And

Two years of experience in K12 or collegial athletic programs.

Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethnic/racial backgrounds of community college students. Demonstrated Student Success and Equity minded management focus.

WORKING CONDITIONS

Environment: Office and Student Housing Sites.

Physical Demands: Incorporated within one (or more of the previously mentioned essential function of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom – less than 25 percent = 1

Often – 51 – 75 percent = 3

Occasional – 25 – 50 percent = 2

Very Frequent – 76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time and work outdoors.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 25 pounds.
1	Ability to carry 25 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE

This is an academic administrator position Range 9. This position has direct responsibility for formulating and implementing policy of the College and the District. This position is subject to evening hours and weekends, including on-call.