

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEAN OF INSTRUCTION, KINESIOLOGY/ATHLETIC DIRECTOR

BASIC FUNCTION

Acts as the academic officer and athletic director, providing administrative supervision and direction for the quality, administration, and oversight of Kinesiology and Athletics; directs the development of program goals and objectives; and implements and recommends policies and procedures for the effective and efficient operation of kinesiology and athletic program activities. The Dean is responsible for the quality and integrity of all aspects of these academic and instructional programs, and the supervision of program directors, department chairs, faculty, and classified staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned area administrator. Directs academic departments, program directors, department chairs, faculty, classified staff, and student employees.

CLASS CHARACTERISTICS

This dean classification is responsible for the overall direction and operations of kinesiology and District athletics, including course management and budgetary oversight, and athletic compliance. Work is typically performed under the overall vision and direction of the college president or area administrator, and incumbents exercise considerable judgment and discretion in the achievement of goals and objectives, adhering to District policies and procedures, as well as collegiate athletic guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Provides administrative leadership and direction for the development and modification of educational programs, activities, and services of the discipline of Kinesiology and Riverside City College Athletics programs; establishes and maintains program timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
2. Advises the college Vice President regarding budgets, planning, coordinating, and evaluating education programs related to area(s) of responsibility.
3. Leads and collaborates in the development of the strategic plan for the Department of Athletics, inclusive of all sports programs; assesses and recommends updates to the annual, long range, and strategic plans for Athletics personnel, programs, and facilities.
4. Oversees the tenure review and Improvement of Instruction (IOI) processes for Department of Kinesiology and programs; coordinates tenure and IOI committees, meetings, class observations and timely completion of required documentation.
5. Collaborates with faculty on curriculum development and review, including the development and assessment of student learning outcomes (SLOs); directs the development of the schedule of classes and monitors enrollments and faculty loads; assesses, analyzes, and adjusts courses in response to student needs; recommends course amendments and curriculum changes as appropriate.
6. Supervises and evaluates the performance of assigned faculty and staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates faculty and staff work assignments and schedules and reviews work to assure compliance with established standards, requirements, and procedures.

7. Monitors and supervises athletic recruitment efforts and serves, directly or through subordinates, as the liaison to enrollment and admissions programs, which may include attending open houses and recruitment meetings; promotes, highlights, and markets athletics; communicates with a variety of community college personnel and others to coordinate program activities, annual recognition events, and provides guidance, direction, and assistance in other program-related issues.
8. Coordinates and directs educational planning activities, program development functions, courses, curriculum and information to meet college and student needs and enhance the educational effectiveness of assigned instructional subject areas; directs the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives; develops the Program Review and Planning Process (PRaP) report for program review and resource planning and prioritization, and District Strategic Planning (DSP).
9. Develops and recommends athletic schedules including transportation, per diem, entry fees and assignment of officials; proposes the scheduling and staffing of day, evening, Fall, and Spring athletic teams and conditioning classes; provides administrative supervision for athletic events at District facilities.
10. Ensures compliance with local, state, federal, and District guidelines; ensures the appropriate application of California Community College Athletics Association (CCCAA), Conference, and National Collegiate Athletic Association (NCAA) rules and federal gender equity requirements.
11. Oversees the academic success and progress of student athletes to ensure athlete's eligibility and academic success; highlights academic and athletic honors and awards; collaborates with Admissions and Records to develop priority registration procedures, and manages and monitors student athletic eligibility in accordance with state, conference, and District rules; prepares and maintains student athlete records and maintains security and confidentiality of student records; directs the compilation, reporting and analysis of the student-athlete statistics.
12. Provides administrative leadership in working with Kinesiology faculty and classified professionals in identifying and implementing plans to raise external funds to augment budgets for the District's athletic teams; manages and monitors Trust account income and expenditures; collaborates with the Riverside Community College District Foundation with respect to fundraising efforts and activities.
13. Develops and prepares the budget for instructional operations, activities, and programs of assigned instructional areas, including Intercollegiate Athletics; analyzes and reviews budgetary and financial data; authorizes expenditures and conference requests in accordance with established limits; researches, obtains, and administers grants and other funding sources.
14. Coordinates and directs communications, programs, services, activities, and information between administrators, faculty, personnel, businesses, educational institutions, outside organizations, students, the public and various local, state, and federal agencies; receives, reviews, facilitates, and ensures proper and timely resolution of student, staff, faculty, administrative, department and program issues, and complaints.
15. Participates in local, regional, and state activities to promote athletic programs and the college/District; directs the marketing of athletic programs among students, alumni, staff, and the community; assists in interpreting college programs to the general public through community contacts, and participation in community activities.
16. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. NCAA and/or general rules and regulations that govern intercollegiate competition.
2. Federal gender equity requirements.
3. Recruiting, hiring and evaluation procedures and local, state, and federal employment codes, laws, and regulations.

4. Local, state, and national collegiate athletic policies, terminology, procedures, and regulations, including eligibility rules.
5. Preparation of grant proposals, contracts, and subcontracts, fundraising and public relations.
6. Interpreting and enforcing faculty and classified bargaining contracts.
7. Program review and evaluation processes.
8. Curriculum and program development.
9. Educational trends, accreditation standards, and state-wide initiatives.
10. Learning theory and student characteristics.
11. Best practices in budget preparation and control.
12. Programs geared at the academic achievement of student-athletes.

Ability to:

1. Manage and direct the college's athletic landscape and program trajectory, including curriculum, student-athlete profiles, and mission, principles, and strategic plan.
2. Interpret and apply California Community College State Chancellor's Office regulations, and District policies and procedures governing Kinesiology, including course and program approval.
3. Understand, interpret, and apply relevant CCCAA and NCAA rules and regulations that govern intercollegiate competition.
4. Build and cultivate strong and positive relationships with coaches, student-athletes, athletic department staff, academic and administrative departments, and the community.
5. Work with stakeholders in a cooperative and collaborative manner while displaying effective management and leadership styles.
6. Develop fundraising opportunities and programs and work with student and community leaders to increase attendance and interest at home athletic events in an effort to create an enthusiastic environment at all contests.
7. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic disability, and ethnic backgrounds of students, staff, and the community.
8. Mentor and train new coaches in recruiting student-athletes, preparing budgets, scheduling and involvement with college activities and resources.

Education and Experience:

A master's degree applicable to the instruction of kinesiology at the community college level and five years of experience in university or college sports programs or a related field, three years of which must be in a leadership and/or supervisory capacity and included hiring, developing, and managing staff, and budgetary oversight and management.

Administrative experience in community college athletic program development, management, and leadership, including developing and implementing athletics department budgets is preferred. Significant experience in recruiting, hiring, evaluating, and professionally developing coaches and staff members is also preferred.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and

walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds. Employees may also be required to observe athletic events year-round, both indoors and outdoors.

The functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also be required to work and/or observe athletic events in a variety of weather conditions, on fields, in stadiums/arenas, and/or gymnasiums. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.