

## **College of the Siskiyous Job Description**

### **Director II Athletics and Health, Physical Education & Recreation (HPER)**

The Director of Athletics and Health, Physical Education & Recreation (HPER) is the lead administrator of the COS Athletics and HPER instructional area. Reporting to the Vice President of Student Learning (VPSL), the Director provides leadership and direction; plans, manages and oversees the activities, operations and delivery of HPER instructional area and the intercollegiate athletics. Collaborates in leadership with other deans.

#### **Major Duties and Responsibilities:**

- Direct, organize, and assume leadership in HPER/Athletics educational planning and program development in accordance with the mission, goals and objectives of the college and division; participate in program evaluation and improvement of programs and services to meet the needs of students, faculty, staff and the community.
- Plan, organize and direct the day-to-day operations of the HPER Area and Athletics.
- Develop, direct, and monitor a comprehensive intercollegiate athletic program with attention to equity for both men and women. Manage intercollegiate athletic activities that comply with District, State, Federal, the California Commission on Athletics (COA) and conference regulations, policies and standards.
- Interpret, implement and assure compliance with all Board policies and pertinent requirements of Title 5, Title IX, and the Commission on Athletics Constitution and By-Laws that affect the athletic programs.
- Work with faculty, coaches, counselors, athletic trainers, and support staff to facilitate student success.
- Monitor student-athlete education plans and ensure that eligibility requirements are met.
- Responsible for oversight and review of any student athlete insurance claim and/or injury report forms before submitting to VPSL. Supervises staff who prepare and report injuries and insurance claims.
- Participate in the recruitment and selection of faculty, staff and volunteers; responsible for their supervision, training, and evaluation.
- Work with area members to develop and prepare the annual preliminary budget for the instructional operations in conjunction with budget development and program management; evaluate and authorize expenditures related to division activities.
- Prepare and recommend the schedule of credit, noncredit, and contract education offerings; prepare and recommend faculty assignments.

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- Train coaches and staff regarding eligibility rules and recruiting regulations; oversee recruitment by the coaching staff; develop and maintain a manual for athletes and coaches; ensure student-athletes conform with the rules established by the state, conference and District.
- Develop and approve team schedules with coaches; work with coaches and staff to make travel arrangements for competitions; arrange for home contests, including facilities, game officials, support staff, security, and proper decorum; attend home athletic events or arrange for coverage.
- Develop and submit appropriate reports to the California Commission on Athletics.
- Coordinate curriculum development, articulation and outreach activities for the physical education and athletic programs with other educational institutions in coordination with appropriate campus departments; work with secondary schools to inform them of educational and athletic opportunities at the college.
- Initiate and develop plans and activities for external funding in coordination with appropriate campus departments; supervise fundraising efforts on behalf of the division; oversee trust accounts in accordance with COA and District guidelines.
- Maintain positive community relations; work with various media to ensure ongoing public information and relations to promote coverage for athletic events; coordinate publicity and press releases with coaches and the Institutional Advancement Office; maintain strong liaison with community groups and state agencies.
- Receive, review and facilitate resolutions for student, faculty or staff complaints.
- Coordinate and review college publications pertaining to assigned area.
- Represent College of the Siskiyous in local, regional and state-wide meetings.
- Prepare and present staff reports and other necessary correspondence.
- Participate in and provide leadership for committees as assigned, department meetings, and district-level activities, when appropriate.
- Work with Administrative Services offices to ensure the maintenance and upkeep of the physical facilities, equipment, and athletic fields; work with the bond implementation staff, contractors, and architects to facilitate bond project construction; approve and assist with community requests to use the division facilities.
- Hire, supervise, and evaluate division staff.
- Perform other duties as assigned by the Dean, Student Learning.

### **Minimum Qualifications**

- Master's Degree from an accredited institution of higher education.
- Three or more years of community college academic management experience.

- Professional or teaching experience in an accredited postsecondary institution.
- Demonstrated ability in academic program management, and collegial consultation.
- Demonstrated ability to interpret and apply rules, regulations, policies and procedures and then set clear expectations and direction for faculty and staff.
- Advanced communication skills, including both writing and in public speaking.
- Demonstrated knowledge, skills, and abilities to work with a diverse student and employee population, as well as community groups.
- Demonstrated ability to apply knowledge to new technologies and effectively introduce them to multiple skill levels (faculty, staff, and students).
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.

### **Preferred Qualifications**

- Master's Degree in Kinesiology, Health, Sports or Recreation Management, Educational Leadership, or closely related area.
- Previous supervision in the areas of athletics, health, physical education or recreation area.
- California community college faculty or administrative experience.