Position: Dean of Kinesiology and Athletics

Department: Academic Affairs

College: San Jose City College

Date: July 9, 2014

POSITION PURPOSE

Reporting to the Vice President of Academic Affairs, the Dean of Kinesiology and Athletics is responsible for planning, developing, coordinating, and evaluating instructional student support and professional development programs designed to ensure student success. The Dean works closely with vice presidents, faculty, and staff to deliver integrated instructional programs to promote student success, provides leadership for faculty and staff in offering quality educational services for students, and manages fundraising efforts for athletic team programs. This position may include a combination day, evening and Saturday assignments.

NATURE and SCOPE

The Dean of Kinesiology and Athletics is responsible for the following academic disciplines: Athletics, Adaptive Physical Education, and Kinesiology. Additionally performs the duties and responsibilities of the Athletic Director for San Jose City College and Evergreen Valley College.

KEY DUTIES and RESPONSIBILITIES

Leadership

1. Participate in strategic and long-range instructional planning for the college and the district.

2. Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall college instructional program.

3. Maintain current knowledge of new trends and innovations in community colleges and higher education.

4. Provide leadership for program review, including improvement and development; systematic assessment of student progress and learning outcomes; and recommend changes to maintain relevance of division programs and to meet student and community needs.

5. Promote excellence in teaching.

Curriculum & Program Development

1. Work with faculty to plan for curriculum additions, modifications, and deletions; set priorities for resource needs; provide program analysis.

2. Facilitate maintenance of relevant curriculum appropriate to the college mission.

3. Work with faculty to identify and implement learning outcomes and program review.

4. Facilitate academic partnerships between division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

5. Ensure compliance with accreditation and regulatory requirements.
Resource Allocation

1. Develop and manage the division budget consistent with District policy and sound financial management principles.

2. Identify and prioritize division needs, secure available funding, and strategically allocate and re-allocate resources.

3. Confer with faculty regarding ideas for program improvement to find resources for development through grants and special projects.

Staffing

1. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.

2. Recruit and develop adjunct faculty pools.

Student Success

1. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.

2. Oversee and evaluate requests for: credit by exam, course waivers, and other student petitions.

3. Resolve student issues and assist faculty and staff to refer issues (disability accommodation, student behavior, grade changes, etc.) to appropriate departments.

4. Ensure the academic progress of athletes and provide coordination and supervision for academic support programs; prepare, direct and review home contests.

Community Relations/Outreach

1. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs and establish advisory committees as appropriate.

2. Determine and oversee needs for other college sites and centers regarding instructional programs and services.

3. Facilitate academic partnerships between division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

4. Develop, implement, and supervise fundraising events and activities, as appropriate and as authorized by District policies and procedures;

Scheduling

1. Ensure preparation of a schedule of classes to meet the needs of students and work with staff to produce accurate schedules, catalog information, program information and multi-year instructional plans.

2. Assign faculty to classes, monitor schedules, faculty and staff workload for accuracy throughout the semester. Assure accurate and timely attendance reporting for all courses offered in the division.
3. Ensure preparation of the schedule of athletic events and compliance with Conference regulations.

Other Duties:

1. Conduct various eligibility and staff meetings; understand and apply Commission on Athletics (COA) and National Collegiate Athletic Association (NCAA) rules, and Federal gender equity requirements.

2. Provide in-service to all coaches regarding State and Conference rules and regulations.

3. Interpret Conference rules and regulations to coaches.

4. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Policies and regulations associated with intercollegiate athletics including Title IX, Gender Equity and Title 5 Standards.

2. Pertinent federal, state, and local laws, codes and regulations including the Education Code especially on community colleges.

3. Student learning outcomes and assessment activities at the program and course levels.

4. Comprehensive knowledge of the assigned discipline such as Kinesiology and Athletics.

5. Principles and practices on curriculum development and administration.


7. Budget preparation and administration.


9. Interpersonal skills using tact, patience, and courtesy.

10. District policies and operations.

Skills and Abilities:

1. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional division with faculty and staff to meet student and community needs.

2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.

3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.

4. Present a positive image of the college in the community.

5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt an effective course of action.

7. Plan and organize work to meet schedules and time lines.

8. Understand the needs of the division in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.

9. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.

10. Develop grants or special project applications.

Education and Experience:

1. Master's degree or equivalent in a discipline related to the assignment.

2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment; or possession of a California Community College Supervisor Credential.

3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Desired Qualifications:

1. Experience in coaching techniques and procedures, sports administration, or related area.

2. Experience in community outreach, budget development, fundraising or promotions.

3. Demonstrated knowledge of COA (or a comparable state level supervisory commission), NCAA rules and regulations, and Federal gender equity requirements such as Title IX.

Working Conditions:

1. Typical office environment.

Date Approved: 7/8/14
Salary Range: M 30 (reclassified from Director of Kinesiology & Athletics)
EEO-Category: 2B1 – Executive/Administrative/Managerial