BARSTOW COMMUNITY COLLEGE DISTRICT

POSITION: ATHLETIC DIRECTOR/FACULTY (70/30)

Under the direction of an administrator, this faculty Athletic Director position is responsible for planning, directing, and coordinating the intercollegiate athletic program and compliance of Title IX within the laws, policies, procedures and guidelines established by Barstow Community College, the Inland Empire Athletic Conference and the California Community College Athletic Association. The faculty Athletic Director will administer, direct and supervise all aspects of the athletic programs as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation, and insurance.

This position will be split with 70% of the faculty load dedicated to Athletic Director duties, and the remaining 30% to teaching/coaching responsibilities where minimum qualifications are met.

REPRESENTATIVE DUTIES:

- Organizes and administers all the programs of intercollegiate competition in men's and women's sports.
- Assure game supervision and management of home athletic contests
- Assure compliance with all laws, rules and regulations associated with national, state, and conference codes. Conduct compliance meetings with coaches
- Monitor student athlete academic and residential eligibility
- Attend league and conference meetings; maintain currency of state and conference decisions, and effectively communicate decisions to the coaching staff
- Participate in the hiring and evaluation for head coaches and assistant coaches, athletic training personnel, office staff, or other personnel associated with athletics.
- Develop, allocate and monitor the Associated Student Government budgets associated with athletic teams. Assist coaches with budgetary compliance. Approve and direct the purchase of equipment, supplies and materials related to athletic programs.
- Promote athletic programs throughout the college and within the community
- Coordinate with other areas of the college to promote and advance the mission of Student-Athlete Success within the Teaching and Learning Support Center
- Assist with the monitoring of all fundraising activities conducted by athletic teams
- Coordinates all activities related to the scheduling of all athletic events, facilities, and transportation as necessary.
- In coordination with the Public Information Director, coordinates the development, oversight and execution of a strategic communications plan that builds and protects the brand of Barstow Community College Athletics.
- Establish and maintains a positive and professional relationships with the internal and external community
- Assists coaches in their efforts to recruit student athletes

- Assure continuity, equity, and compliance with all sports offerings, including preparation of appropriate national, state, and local reports related to athletics: Equity in Athletics Disclosure Act, Title IX Compliance Reporting, and CCCAA Form R4, as well as any other related conference or college program reviews.
- Supervise and manage the game day needs including securing appropriate officials, statisticians, media table, announcer and all external needs for an athletic contest.
- Monitor student athlete academic and residential eligibility
- Conduct regular meetings and training to promote strict adherence to conference and state athletic rules, regulations, and codes, and ensures the implementation of federal, state, and local policy and procedures governing intercollegiate athletics.
- Prepares and manages the annual athletics budget and monitors all athletic-related expenditures in a fiscally responsible manner.
- Organizes the athletic department to achieve maximum efficiency in the utilization of staff, funds, and facilities and ensures appropriate and equitable distribution of funds and use of facilities between men's and women's sports.
- Creates a visionary and practical growth plan for the athletics teams and programs.
- Work in coordination with the Academic Affairs area and the Kinesiology program in the use and maintenance of the Wellness Center.
- Practice excellence in teaching and instruction and demonstrate evidence of professional growth and academic currency.
- Be knowledgeable about and abide by college policies and procedures including accurate and timely submission of all reports, grades and paper work.
- Comply with all BCFA collective bargaining agreements and provisions
- Serve on college and district committees as assigned.

EDUCATION AND EXPERIENCE:

MINIMUM QULAIFICATIONS:

- Master's degree from an accredited institution or possession of a valid California Community College Supervisory Credential
- One year of formal training, internship or leadership experience reasonably related to athletic director assignment
- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

DESIRED QULAIFICATIONS:

- Two years of recent experience directing, coordinating, coaching or administering college, high school or community sports programs
- Experience promoting athletic programs
- Knowledge of the laws, rules, regulations, and codes associated with community college athletic programs
- Ability to challenge and motivate staff
- Experience developing, allocating, and monitoring budgets associated with athletic programs

WORKING CONDITIONS:

Environment: Office environment.
Physical Abilities: Hearing and speaking to exchange information and make presentations; seeing to read a variety of materials; and dexterity of hands and fingers to operate a computer keyboard.
Hazards: Contact with dissatisfied or abusive individuals

CONDITIONS OF EMPLOYMENT: A full-time, 10 month, certificated position. Indexed to placement on the MCFA Salary Schedule.

Board Approved: March 20, 2019