



ATHLETIC DIRECTOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M5	05/11/23	Academic Administrator	1 of 2

DEFINITION: The Athletic Director administers the colleges Intercollegiate Athletics Department, including intercollegiate and intramural sports programs; propagates the philosophy, guiding principles and strategic goals of the Athletic Department; and has strong leadership, organizational, written and oral skills

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Directs and administers the Intercollegiate Athletics Department as part of the comprehensive focus to foster the success of student athletes in the classroom, personal development, and competition.
- Organizes and administers programs of intercollegiate athletic competition for students by ensuring program compliance with all applicable regulations and laws; prepares all documents related to the college's participation in sports programs at the national, state and local levels.
- Implements and disseminates pertinent information on Conference and California Commission on Athletics rules and regulations, including compliance with Title V, and Title IX regulations.
- Oversees the procedures and documentation for ensuring academic eligibility for all athletes in accordance with rules; supervises and sanctions the medical and insurance clearance for each student athlete.
- Maintains records and files related to individual and team participation.
- Oversees and approves all sports schedules.
- Participates in the selection and evaluation of coaches.
- Plans and supervises College hosted post-conference playoff events; coordinates and supervises all home athletic events.
- Coordinates selection and presentation of individual and team awards; conducts banquets.
- Monitors transportation for all team travel.
- Prepares and coordinates facilities used for athletic contests, practices and meetings.
- Prepares and manages athletic budgets.
- Provides orientation and training to coaches and student athletes.
- Coordinates all publicity and fund-raising activities.
- Ensures proper conduct of coaches and athletes at events, on campus and in the community.
- Develops, implements and coordinates an intramural sports program for students.
- Acts as an advocate for student-athletes seeking placement and/or scholarship assistance at other institutions.
- Oversees the Academic Success program by serving as a liaison with other departments to facilitate necessary resources for students to transfer or receive a certificate.
- Performs other duties as assigned.



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MINIMUM QUALIFICATIONS:

Knowledge Of: rules and regulations adopted by the California Community College Athletic Association to govern athletics in the California community colleges or other athletic commissions; procedures related to establishing and maintaining student athletic eligibility in intercollegiate competition; athletic support programs and an understanding of their purpose; developing and implementing an intramural program; planning, supervising and evaluating the work of others;

Ability To: Manage, direct and provide effective leadership for a comprehensive intercollegiate athletics program; exercise good judgment and sportsmanship; establish and maintain cooperative working relationships; organize and plan appropriate fundraising activities; communicate effectively both orally and in writing; establish and maintain effective working relationships; manage, assign and schedule assigned staff.

Education: Possession of a Master's degree in sports administration, athletics or related field; recreation; private and/or public management; higher education administration; student affairs; business administration; psychology; and/or leadership development.

Experience: A minimum of four years of formal training, internship or experience related to intercollegiate athletics, including two years of supervisory experience.

License/Certification: Possession of, or ability to obtain, a valid California Driver's License.

Adopted: 10/01/08, 05/11/23