

**Contra Costa Community College District
Classification Specification**

ATHLETIC DIRECTOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M5	10/01/08	Academic Administrator	1 of 2

DEFINITION: The Athletic Director manages the college athletic department, intercollegiate and intramural sports programs.

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

- 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 Commission on Athletics 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: Exercise good judgment and sportsmanship; establish and maintain cooperative working relationships; organize and plan appropriate fund raising activities; communicate effectively both orally and in writing; establish and maintain effective working relationships; manage, assign and schedule assigned staff.

Education/Training: Possession of a Master's degree from an accredited college in physical education or a Bachelor's degree in physical education and a Master's degree in any life science, dance physiology, health education, recreation administration, kinesiology, or physical therapy.

Experience: Three (3) years of experience as a head coach of an intercollegiate athletic team. Two (2) years of management experience in an educational setting or two (2) years experience as an Athletic Director.

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

Adopted 10/01/08