

Dean of Instruction: Kinesiology & Athletics
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Reporting to the Vice President of Student Affairs, the Dean of Instruction (Kinesiology and Athletics) plans, organizes, controls, and provides administrative direction and oversight for all academic and co-curricular programs, operations, activities, and services of the Kinesiology Division. The Dean has broad accountability, within the participatory governance framework, for planning, directing and evaluating assigned functions associated with maintaining quality instructional, academic and co-curricular programs in Kinesiology.

The Dean also serves as director of athletics responsible for leadership management, faculty and staff evaluation and administration of Bakersfield College's intercollegiate athletic program and provides vision, leadership, and direction for all aspects of a competitive collegiate athletics program including responsibility for ensuring that all rules and regulations that govern the athletic programs are followed. Areas of focus include enhancing the competitive opportunities for student-athletes and coaches; developing strategies to enhance the academic success of student-athletes; recruiting high quality student athletes; hiring and retaining quality staff and coaches; and engaging the Bakersfield community and developing a facilities improvement plan.

Examples of Duties

1. Assume full management responsibility for all Kinesiology academic functions, athletic programs, services, and activities and serve as director of athletics for all sports teams; provide leadership for promoting the interests of the College, and athletic programs
2. Provide instructional leadership for Kinesiology and work with department chair(s) in curriculum maintenance and development; provide leadership in the development, revision and interpretation of curriculum, academic programs, catalog and course information; align curriculum and academic support to maximize transfer opportunities for students; direct effective fall, spring, summer scheduling and staff assignments for all areas of responsibility.

Example of Duties (continued)

3. Recruit, support, and supervise an effective team of coaches, administrators, Kinesiology faculty and staff and build a team-oriented department through effective supervision, guidance, motivation, professional development and evaluation; provide leadership and actively engage the division in collaborative activities that enhance the reputation and understanding of athletics, the campus, and the college.
4. Establish department's mission, philosophy, strategic plan, and gender equity priorities working with Associate or Assistant ADs, coaches, faculty, managers and staff; develop a program reputation based on respect, integrity, teamwork, high ethical standards and good sportsmanship; facilitate and promote excellence in sport program competitiveness, furthering a culture of excellence and a tradition of winning
5. Direct and support student-athlete recruitment, persistence, and success in the sport, and timely completion and transfer; lead in enhancing the student experience, assessing the effectiveness of the program, communicating the impact and value of the program, and facilitating program improvements.
6. Manage the department and intercollegiate athletics budget; direct, expand, monitor and prioritize all athletics sponsorships and maximize fundraising; implement a comprehensive development and revenue enhancement program among alumni, the community, corporate donors, and individual friends of the College; administer grant and program funds to achieve expected outcomes.
7. Provide executive oversight for the program classrooms and facilities planning, maintenance and usage; evaluate the need for and develop, plans, and schedules for short- and long-term maintenance programs for division facilities; organize available resources for the maintenance, improvement, and repair of division facilities and equipment; review the designs of new construction or major repairs for division facilities and improvements.
8. Ensure compliance with CCCAA, NCAA, US Dept. of Education and District policy, protocol, philosophy and guidelines; facilitate and promote compliance programming that adheres to the highest standards of integrity in all matters academic, financial, administrative and business; consistent with CCCAA, NCAA, US Dept. of Education and District policy, protocol, philosophy and guidelines and state and federal laws and regulations, including Title IX.
9. Develop community partnerships and other collaborative relationships with business, industry, high schools, colleges, universities, and other entities as appropriate.

Example of Duties (continued)

10. Plan and direct all athletics marketing and communication to advance the visibility of the program on campus, locally, in the state and nationally; market home-games to boost community participation and attendance.
11. Ensure appropriate management, coordination, and supervision of home and off-site athletic events; including the preparation of facilities, equipment, officials, game personnel and transportation for men and women intercollegiate athletics (i.e. announcers, timers, public address, ticket sellers, security, concessions, etc.)
12. Perform related duties as required.

Minimum Qualifications

- Master's degree, in an academic area related to assignment
- Five years of progressively responsible, full-time, management experience in intercollegiate or intervarsity athletic programs reasonably related to the administrative assignment
- Demonstrated experience and effectiveness as a self-directed, highly motivated and goal oriented program leader with:
 - strong program and fiscal management skills;
 - capacity to be a visible and engaging leader and advocate for the program and the college leading to establishing excellent working relationships in an energetic, collegial environment,
 - ability to utilize technology effectively
 - capacity to enhance revenue (fund raising) and to prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Demonstrated success in marketing, fund-raising and communication with a diverse set of constituencies—including students, student-athletes, faculty, staff, boosters, alumni and community members leading to effective and transparent collaboration and development of successful, team-oriented work environment.
- Demonstrated knowledge of student academic success programs that lead to completion of educational goals programs.
- Understanding of and commitment to compliance with NCAA and CCCAA rules and regulations governing the athletic program (including men's and women's programs) and ability to supervise compliance. Demonstrated commitment to gender equity.

Desirable Qualifications

- The ideal candidate will be a leader with considerable abilities in athletic administration, a keen sense of integrity, fair play, leadership and ability to connect with the college community. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.
- Five years of high level, full-time experience as manager and administrator of intercollegiate or intervarsity athletic programs reasonably related to the administrative assignment.

Knowledge and Abilities

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, services, plans, strategies, processes, projects, courses, goals, and objectives.
- Curriculum standards, requirements, and assessments related to Kinesiology academic departments, programs, and services.
- Instructional techniques and strategies related to Kinesiology academic departments, programs, and services.
- Technical, legal, financial, and public relations issues associated with the management of District academic departments and programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- Proficiency in effective written and oral communication including English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for effectively representing the College and District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socioeconomic and ethnic groups.

Ability to:

- Effectively develop and manage a comprehensive kinesiology and athletic program; research, analyze, and evaluate new service delivery methods and techniques.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Prepare and administer large and complex budgets.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
 Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.

4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)