



QUICK SURVEY RESULTS **Athletic Directors**

April 20, 2023

A total of 24 colleges/districts responded to ICCTA's Quick Survey on ATHLETIC DIRECTORS.

Does your college have an Athletic Director?

Yes – 23 *

- Black Hawk
- City Colleges
- Harper
- Heartland
- Highland
- Illinois Eastern: All four IECC Colleges have Athletic Directors – all on \$6,000 stipends for those duties BEYOND their head coaching roles. Slightly embarrassing that we are 13 years old on the one I had readily accessible to me, but the essential functions are unchanged.
- Illinois Valley
- Joliet
- Kankakee
- Kaskaskia
- Kishwaukee
- Lake County
- Lake Land
- Lewis and Clark
- Moraine Valley
- Morton
- Parkland: Parkland's Athletic Directors have traditionally been very active at the conference, regional, and national levels within the NJCAA. We are happy to provide additional information if that is helpful.
- Prairie State
- Rock Valley: Rock Valley College has an athletic director, Darin Monroe, and the job description is attached. Darin has just been named Athletic Director of the Year by the National Association of Collegiate Directors of Athletics (NACDA). We are VERY proud of him!

- Sandburg
- South Suburban
- Spoon River
- Triton: The AVP of Athletics currently fulfills the duties of Athletic Director.

No – 1 *

- Oakton: Oakton College doesn't have a director but a Senior Manager of Athletics. This used to be a director position, but there was some reorganizing after Bruce Oates retired.

Copies of college Athletic Director job descriptions are posted on the ICCTA website at:
<https://iccta.memberclicks.net/assets/docs/collegeADjobdescriptions423.pdf>.

For more information, please contact:

Illinois Community College Trustees Association

401 E. Capitol Avenue, Suite 200 • Springfield, IL 62701 • 217-528-2858 • www.communitycolleges.org





JOB TITLE: Director of Athletics
CLASSIFICATION: Exempt **UNIT:** Professional staff
DATE: 9/23/15 **REVISION DATE:** 9/23/2015
GRADE: 123
REPORTS TO: Vice President for Student Services

TYPE OF SUPERVISION GIVEN TO OTHERS: Direct supervision to Office Assistant, Aquatics Coordinator, Community Recreation Coordinators, Head Coaches, Assistant Coaches, and various part time employees.

GENERAL RESPONSIBILITIES: The Director of Athletics provides administrative leadership and directs and coordinates the Quad Cities Intercollegiate Athletics, Community Recreation, Aquatic Center, Sports Information, and Hospitality Services.

DESCRIPTION OF ESSENTIAL DUTIES:

- a. Responsible for the development and implementation of goals and objectives for Quad City Intercollegiate Athletics, Community Recreation, and Aquatic Center programs.
- b. Responsible for the development and monitoring of all budgets needed to support Athletic, Community Recreation, and Aquatic Center programs consistent with the existing college philosophy, policies, and procedures.
- c. Manages and develops Athletic, Community Recreation, and Aquatic Center staff to meet the needs of the college and community.
- d. Responsible for submitting a comprehensive annual report to the Vice President for Student Services, outlining accomplishments of the programs and the needs and plans for the future development of the programs.
- e. Responsible for the quality of all athletic publications, including detailed layouts and the distribution of all marketing material.
- f. Responsible for the process and the integrity of granting athletic scholarships.
- g. Responsible for evaluating the success of athletes, recognizing special ability, and offering awards for their outstanding accomplishments in the classroom and on the playing field.
- h. Responsible for determining the athletic insurance needs and negotiating with the purchasing agent of these needs.
- i. Represents the College at Arrowhead Conference and Region IV athletic meetings.
- j. Responsible for determining eligibility of athletes for participation in the Quad City Intercollegiate Athletic programs and submitting the eligibility lists to Region IV district and the National Junior College Athletic Association in a timely manner.
- k. Responsible for Equity in Athletics Data Analysis (EADA) and federal reporting requirements.

DESCRIPTION OF OTHER DUTIES:

- a. Responsible for meeting revenue expectations for the Quad City Intercollegiate Athletics, Aquatic Center and Community Recreation.
- b. Responsible for negotiating contracts with Intercollegiate Athletics, Community Recreation, and Aquatic Center.
- c. Responsible for developing and implementing a master schedule to ensure timely scheduling of Athletic events, Aquatic Center, Community Recreation, and other internal activities.
- d. Responsible for the inventory, security, updating, and maintenance of all Quad City Intercollegiate Athletics, Community Recreation.
- e. Responsible for developing and implementing a positive relationship with local media to insure media coverage.
- f. Responsible for the internal Hospitality Services to meet the needs of Black Hawk College employees.
- g. Responsible for the development and implementation of an effective monitoring system to help student athletes attain academic success.
- h. Responsible for coordinating, counseling, and advising individual coaches in preparation of the Intercollegiate Athletic season.
- i. Performs other job related duties as assigned.

OVERALL ACCOUNTIBILITIES:

- a. Demonstrates Black Hawk College core values.
- b. Demonstrates BHC core values.
- c. Accuracy of work.

- d. Efficiency of work.
- e. Ability to work cooperatively with others.
- f. Ability to communicate in pleasant manner with employees, student, vendors, and general public.

PRINCIPAL WORKING RELATIONSHIPS:

- a. Reports Directly to the Vice President for Student Services.
- b. Works directly with all Athletics Department staff.
- c. Works cooperatively with Health and Physical Education faculty.
- d. Works cooperatively with Facilities Superintendent, Campus Police, and other institutional areas as needed.

EDUCATION AND EXPERIENCE: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.)

- a. Bachelor's degree in related fields required, advanced degree preferred.
- b. Administrative experience in developing programs; scheduling work, and building and executing budget requirements.
- c. Excellent interpersonal communication skills.
- d. Coaching and administration experience at the collegiate level preferred.

The above statements reflect the general details necessary to describe the principle functions of the described job; it is not an all-encompassing statement of all the work requirements that may be necessary to perform the job.

**CITY COLLEGES OF CHICAGO
JOB DESCRIPTION**

Date: September 16, 2002
(Revised March 21, 2012) **Job Family:** 110

Title: Director, Intercollegiate & Intramural Athletics **Job Code:** R943

Division/ College: Athletics
Various **Union:** Non-Union

Report To: Associate Vice Chancellor of Athletics/
Office of the President

Salary Grade: 11 **FLSA Code:** Exempt

PRIMARY OBJECTIVE: This position provides leadership in the development, administration, and evaluation of a comprehensive intercollegiate athletic program. In collaboration with the District Office of Intercollegiate Athletics, the position will provide visionary direction to current and future student athletes, as well as develop a robust intramural sports program designed to promote campus-wide spirit.

PRIMARY RESPONSIBILITIES:

1. Implements the District wide Athletic Department strategy focused on an "Academics-first Agenda".
2. Monitors student academic progress and oversees campus based intervention strategies to increase student-athlete success (i.e. advising, tutoring, and mentoring).
3. Serves as the liaison between student-athletes, athletic coaches, faculty and campus administration.
4. Enforces and maintains an athletic program policy of educating and graduating student athletes. Works with school administrators, faculty and staff to ensure student athletes are academically eligible for a given sport.
5. Assures the college's compliance with National Junior College Athletic Association (NJCAA) rules and regulations. Closely monitors academic,

- conduct and physical requirements for each student athlete and submits all NJCAA eligibility compliance documents.
6. Provides guidance and direction for the college's sports and intramural programs.
 7. Prepares and manages the budget for all athletic programs. Monitors expenditures for the programs to assure sound fiscal practices and prepares a budget for District office approval (i.e., team travel, equipment purchases, and facility upkeep).
 8. Attends all NJCAA Regional meetings and meets with conference and league officials on scheduling and other issues (i.e. post-season play). In collaboration with the AVC, represents the college in athletic matters and decisions in Region IV of the NJCAA.
 9. In collaboration with the District Office of Intercollegiate Athletics and the Office of the President at the campus level, recruits, interviews and recommends the hiring and termination of department personal. Hires all authorized game officials. Hires and manages work-study/internship participants to assist in Athletic Department operations.
 10. Compiles reports on the status of each team and its successes and shortcomings. Participates in all mediations in the department that he/she oversees. Manages and resolves disputes between athletes, coaches or staff in coordination with the District Office of Intercollegiate Athletics.
 11. Schedules practice times and manages the use of campus athletic facilities. Coordinates all home events involving athletic facilities and fields. In collaboration with the District Office of Intercollegiate Athletics and respective coaches, oversees scheduling of athletic events.
 12. In collaboration with the District Office of Intercollegiate Athletics, develops and builds relationships with four year institutions.
 13. Oversees the campus intramural athletic programs and the operation of the campus fitness center.
 14. Assists in the development and implementation of meaningful professional development activities designed to enhance the skills of Athletic Department personnel.
 15. In collaboration with the AVC maintains the college's CCC athletic web pages and the college's NJCAA webpage.
 16. Directs staff and coaches to develop and enforce the District/college's athletic code of conduct.

17. Organizes the logistics and transportation of the college athletic teams.
18. Ensures that each coach maintains an accurate inventory of equipment and materials.
19. Adheres to CCC Customer Service Excellence standards.
20. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Direct Supervision

Coaches
Work Study Students
Internship Students

Indirect Supervision

Student Athletes

QUALIFICATIONS:

1. Bachelor's degree in Physical Education, Counseling, Student Personnel, Education, Sports Management or related field from an accredited college or university, supplemented by five years of coaching at the college or high school level; or completion of a Master's degree in Physical Education, Education, Sports Management or related field from an accredited college or university, supplemented by three years of coaching at the college or high school level. Previous experience as an Athletic Director is highly desirable.
2. A thorough understanding and commitment to the institutional goals of the City Colleges of Chicago:
 - a. increasing number of students who earn college credit credentials of economic value
 - b. increasing rate of transfer to bachelor's degree programs following CCC graduation
 - c. drastically improving outcomes for students requiring remediation
 - d. increasing the number and share of ABE/GED/ESL students who advance to and succeed in college-level courses.
3. Strong understanding of the role of intercollegiate athletics and the role athletics and extracurricular activities play in the health of community college learning environments.
4. Good organization, administrative, communications and interpersonal skills.
5. Thorough understanding of NJCAA rules and policies.

6. Must be computer proficient with knowledge of a variety of software programs.
7. Previous budget management experience and sound fiscal and operations management skills.
8. Must be able to work well within a culturally diverse environment with the ability to handle all situations with tact and diplomacy.
9. Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

Approved by Compensation and Classification

03/20/12

Date

This job description is developed to provide a general description of the duties and responsibilities of this position. It is not intended to be an exhaustive set of the duties and responsibilities, nor the necessary qualifications to perform the work.

JB/ja 3/12

HARPER COLLEGE -- JOB DESCRIPTION

Job Title: Director of Athletics

March 2023

Department: Provost/Assoc Provost/DOS/Athletics

Super Man 13
ICCB 55

General Function:

Responsible for specific management and coordination, leadership and integration of functions relating to all intercollegiate athletic sports programs, club sports, athletics facilities management, and other operations as assigned by the Dean of Students.

Characteristic Duties:

Directs, organizes, promotes, evaluates, and modifies the intercollegiate athletic and club sports program.

Provides strategic direction and oversight of department including athletics equipment and facilities maintenance and construction. Directs athletics capital projects.

Responsible for the selection, recommendation, supervision, and evaluation of intercollegiate athletic program staff which includes full-time/part-time Coaches, Athletic Trainer(s), Equipment Manager, Sports Communications Assistant, and Administrative Assistant.

Directs budget input and expenditures for intercollegiate athletics and club sports; provides oversight of the annual inventory of supplies and equipment in the athletic program. Manages the support service needs for both club sports and intercollegiate athletic programs, including payment of officials.

Responsible for collecting and analyzing data and preparing annual report(s) on the intercollegiate athletics and club sports programs and for the creation and utilization of reports to guide decision-making.

Manages student-athlete recruitment and responsible for promotion of the athletics program and its schedule through website, brochures, and Harper outreach events. Builds and maintains relationships with community partners and engages with campus entities.

Develops, implements, and assesses programming including all preseason and appropriate additional health and life skills educational presentations for student-athletes including but not limited to Title IX awareness and prevention compliance trainings. Works cooperatively with all support service personnel impacting the athletic program, including but not limited to the Athletic Academic Counselor(s), Access and Disability Services, Student Engagement, Harper Wellness, Campus Recreation, Hawks Care, Counseling Services, and the Cultural center.

Directs the athletic eligibility certification process and authenticates eligibility of student athletes in compliance with all institutional and NJCAA regulations. Monitors student-athlete academic progress and oversees campus-based intervention strategies.

Responsible for the development of contest schedules, arrangements for practice sessions, and transportation for the intercollegiate athletic program.

Manages and supervises home athletic contests. Directs the coordination of championships hosted by Harper College. Attends away championships for all sports when feasible.

Attends all pertinent conference, regional and national meetings. Communicates and engages with staff regarding professional development opportunities and other updates related to schedules, rules, eligibility, and policies.

Oversees the arrangement of banquets and banquet programs for intercollegiate athletic teams and manages the review and submission for all athletic awards.

Responsible for developing, implementing, and assessing staff and student-athlete orientation, handbooks, and manuals as well as other pertinent training and reference documents.

Responsible for the implementation of the coaches' evaluation process, end of year review, and student-athlete questionnaire.

Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

Performs other related duties as assigned by the Division Dean.

Working Conditions/Physical Requirements

Work is both indoor and outdoor. Some evenings and weekends required.

Equipment/Tools Used

Utilizes standard office equipment, including computers, to perform the job duties.

Supervision:

Under the general supervision of Dean of Students. receives oral and written instructions as needed when new procedures or objectives are established. Supervises the employees in the Athletics program.

Minimum Acceptable Qualifications

Education: Master's degree in physical education, Sports Administration, Exercise Physiology, or related field required.

Experience: Three years progressive responsibility experience in sports administration required. preferably at an institution of higher education.

HEARTLAND COMMUNITY COLLEGE POSITION DESCRIPTION

Title: Director, Fitness and Recreation Center and Athletics

Title of Supervisor: Vice President, Enrollment and Student Services

Title(s) of Regular Position(s) Supervised:

Associate Director, Fitness Recreation Center and Athletics
Head Baseball Coach and Coordinator, Athletic Facilities Operations
Head Soccer Coach

General Responsibilities:

Provide direct administrative leadership and oversight for program development and operation of the Fitness and Recreation Center and direct an intercollegiate athletics program that places the academic endeavors of the student athletes first, but also provides a high quality, competitive athletic experience for participants.

Required Qualifications:

1. Bachelor's degree.
2. Excellent interpersonal skills.
3. Ability to work with students, staff, trustees, and the public.
4. Strong organizational skills, attention to detail, and ability to problem-solve, work independently, and function professionally under pressure.
5. Demonstrated ability to administer an intercollegiate athletics program compatible with HCC's mission and goals.

Desired Qualifications:

1. Understanding of and support for the community college mission.
2. CPR and First Aid certifications.
3. Coaching experience, particularly at the interscholastic or intercollegiate level.

Essential Functions and Duties:

Fitness and Recreation Center (FRC)

1. Develop, monitor, and support FRC courses, programs, and operations.
2. Provide oversight for FRC management and security.
3. Hire, supervise and evaluate all full-time FRC staff.
4. Develop, communicate and enforce FRC policies and procedures.
5. Work with Deans, Chairs and Directors across the campus on scheduling FRC classroom space.
6. Arrange for the maintenance and repair of FRC equipment.
7. Develop and monitor the FRC budget.

Athletics

1. Manage and direct the intercollegiate athletics program at HCC.
2. Hire, supervise and evaluate coaches and part-time staff as needed.
3. Collaborate with advising to monitor the academic performance and progress of student-athletes and recommend any support services (e.g., study tables, tutoring, etc.) necessary to enhance academic success.
4. Secure time slots for practices and games.
5. Manage relationship with the Corn Crib and ensure compliance with facility usage policies and procedures.
6. Fulfill reporting requirements in consultation with the College's Title IX Coordinator.
7. Develop and monitor the Athletics budget.
8. Represent the college in the community through participation in community activities, as appropriate.
9. Attend all relevant conference, regional, and national meetings. Inform all appropriate personnel about schedules, rules, eligibility and policy changes.
10. Approve all athletic travel and events.
11. Approve and coordinate with the HCC Foundation any necessary fundraising activities for the Athletic Department.

Other Duties and Responsibilities:

1. Ensure proper procedures for physicals and insurance forms.
2. Ensure proper procedures for injury reports.
3. Ensure proper procedures for reporting schedules and statistics to the NJCAA.
4. Plan and coordinate the athlete orientation for all incoming student-athletes.
5. Review and approve recommendations made by coaches for achievement awards presented to student-athletes.
6. Participate on applicant review teams, including serving as applicant review team chair, as appropriate.
7. Collaborate with the Learning and Student Success division to develop and implement measurable initiatives targeted at increasing the success of HCC students.
8. Handle and protect sensitive personal data according to externally mandated rules and regulations, and institutional policies.
9. Participate in regular training on institutional information security policies and practices.

This job description does not state or imply that the duties listed on this description are the only duties to be performed by the employee in this position. The incumbent will be required to follow other instructions and to perform other duties requested by their supervisor within reason.

Physical Requirements/Working Conditions:

1. Position involves work that regularly requires mobility and ability to lift, carry, push/pull, or otherwise move objects weighing up to 200 pound.
2. Position involves work that regularly requires kneeling, bending/crouching, balancing, crawling, and operating small hand tools, power tools, measuring equipment, and/or similar devices.
3. Position involves primarily indoor working conditions.
4. Position involves exposure to adverse environmental conditions including significant noise and/or vibrations, chemical hazards and/or toxic substances, and proximity to potentially hazardous mechanical equipment.

Classification: Administrative
Position Grade: D61
Grant Funded: No
PS Position No.: 00000332

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Director, Athletics & Physical Education

GENERAL STATEMENT OF RESPONSIBILITIES: To provide direction and leadership for the Athletic and Physical Education areas of the College.

PRINCIPAL DUTIES: (essential functions)

- Organizes, develops, supervises and evaluates programs related to areas of assignment. Researches and recommends additional new programs.
- Leads, directs and assists the administrative and coaching team within the athletic and physical education area per College, Arrowhead Conference and NJCAA Region IV rules and guidelines.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division and individuals.
- Develops class schedules, makes teaching assignments and efficiently distributes teaching loads.
- Develops and coordinates game and practice schedules for eight intercollegiate teams.
- Teaches three credit hours each fiscal year.
- Recruits, advises and provides academic support to student athletes.
- Acts as the Automated External Defibrillator Coordinator for the MERP Plan.
- Prepares and administers the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- Develops and recommends policies and procedures with the assistance of staff and in consultation with appropriate administrative officers.
- Prepares and maintains a variety of reports, plans, surveys, questionnaires as required.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- Participates in the assessment of student development outcomes and leads the assessment, program review and development of goals and objectives with the department.
- Interprets administrative policies to faculty and staff and represent division faculty and staff members to the administration.
- Oversees, supervises and coordinates the hosting of tournaments.
- Develops personnel requirements and qualifications for assigned areas and, with the assistance of Human Resources, locates, interviews, and recommends qualified personnel.
- Acts as ambassador for the Athletic Department and College, provides oversight of Athletic web page and actively fundraises throughout the community.
- Oversees the upkeep and set up of all athletic facilities.

- Monitors and submits eligibility per NJCAA guidelines.
- Coordinates the College intramural schedule and offerings.
- In accordance with the Risk Management Policy and Program:
 - Coordinates crowd control/security at athletic events.
 - Oversees safety of physical education courses.
 - Files accident/injury reports in cases of program participant injury.
 - Supervises and coordinates training for all coaches on bloodborne pathogen safety.
 - Supervises and provides transportation for athletic teams as assigned.
 - Supervises and monitors travel of coaches as assigned.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Represents the College at various meetings on and off campus.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of practices in the administration of community college athletic and physical education instructional programs and related support activities.
 Knowledge of intercollegiate athletic programs, rules and regulations.
 Knowledge of principles, practices and techniques of coaching.
 Knowledge of assessment practices of student learning.
 Knowledge of technology used in teaching and learning.
 Knowledge of grant administration techniques, budget preparation and expenditure control.
 Knowledge of research and analysis techniques and strategies.
 Knowledge of safety and first aid techniques.
 Knowledge of utilizing data to make informed decisions.
 Knowledge of personnel management and supervisory principles and practices.

Skill in assessing athletic and physical education needs and developing responsive programs.
 Skill in effectively managing staff, delegating tasks and authority, and training personnel.
 Skill in planning and developing instructional services.
 Skill in assessing and prioritizing multiple tasks, projects and demands.
 Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.
 Skill in researching and writing operational reports.
 Skill in communicating effectively orally and in writing.
 Skill in identifying problems, evaluating alternatives and implementing effective solutions.
 Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.
 Skill in performing basic first aid.
 Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are heavy work, exerting up to 100 lbs of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects. Exposure to extreme temperatures and noise. Potential exposure to bloodborne pathogens.

MINIMUM QUALIFICATIONS: Master's degree in physical education, administration or a related field and five (5) years teaching and coaching experience, with at least two (2) years

supervisory experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License. CPR, AED and First Aid Certification preferred within one year of hire.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: President

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6110

JOB SERIES/FAMILY: Administrative Series/Academic Group

LAST REVISED: 02/19/19

ILLINOIS EASTERN COMMUNITY COLLEGES

COPY

JOB DESCRIPTION

Position Title: Athletic Director Effective Date: September 1, 2010
 Department: Athletics Reports to: President
 Current Employee: Kevin Bowers

College:

- FCC
- LTC
- OCC
- WWC
- WED
- DO

Status:

- Full-time
- Full-time Modified
- Part-time
- Special Assignment

FLSA:

- Exempt
- Non-Exempt

Employment Classification:

- Administrative
- Professional/Non-Faculty
- Faculty
- Technical
- Clerical/Secretarial
- Maintenance/Custodial
- Student/Non-Work Study

Grant Position:

- Yes

Position Summary: Responsible for overall supervision, scheduling and budgeting of athletic programs at Lincoln Trail College.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Recommend for hire, supervise and evaluate athletic department staff and part-time faculty.
- Develop and administer the athletic budget including auxiliary accounts.
- Develop and maintain all athletic schedules at home and away.
- Determine eligibility of athletes in compliance with National Junior College Athletic Association (NJCAA) and college rules and regulations.
- Arrange for transportation, travel, and lodging of athletic teams.
- Obtain officials for all athletic contests.
- Develop and coordinate college recreational and intramural programs.
- Provide for the care, maintenance and inventory of athletic and fitness center facilities and equipment.
- Represent the department at conferences and meetings.
- Serve as coach or assistant coach of at least one athletic program.
- Coordinate activity between the Booster club and Foundation.

Marginal Functions:

- Serve as a member of college/district committees and councils as appropriate;
- Attend a variety of meetings, seminars and in-service training classes, as required;
- Perform other duties as assigned.

Supervisory Requirements: Supervises all full and part-time coaches and assistant coaches. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education/Experience Requirements: Bachelor's degree required; coaching experience preferred.

Licenses, Certifications, etc: Not applicable

Knowledge, Skills and Abilities: The position requires excellent public relations, fund raising, organization, and interpersonal skills

Physical Demands: Essential and supplemental functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; ability to lift 50 or more pounds on a periodic, but repetitive basis; extensive use of computer keyboard. Individual should be able to work flexible hours as needed.

Work Environment: Office environment; exposure to computer screens. Frequently, position is required to travel to various district locations, and to other locations that requires driving or other forms of transportation.

Supervisor

Date

M.D. 71 - l

9/10/10

President

Date

Lina Buevich

9/13/10

Director, Human Resources

Date

Fernando Suarez

9/14/10

Chief Executive Officer

Date

ATHLETIC DIRECTOR
ILLINOIS VALLEY COMMUNITY COLLEGE

Reports to: Vice President for Student Services

- I. POSITION SUMMARY: Under general supervision of the Vice President for Student Services, the Athletic Director manages and supervises all college athletic programs and staff.

- II. ESSENTIAL DUTIES AND RESPONSIBILITIES:
 - A. Oversee and administer the College's program of athletics.
 - B. Develop, recommend, and manage the approved annual budget for athletics.
 - C. Recommend the hiring of and provide supervision and evaluation for all coaching personnel and the administrative assistant.
 - D. Oversee the hiring and payment for all game workers and officials.
 - E. Oversee the recruitment of student-athletes and management of tuition waivers.
 - F. Conduct athlete orientation sessions that emphasizes academics and expectations.
 - G. Develop and supervise the academic intervention system for monitoring attendance and academic progress of student athletes in all sports.
 - H. Supervise all athletic programs regarding compliance with all rules and regulations for the college and the NJCAA, as well as athletic Title IX compliance.
 - I. Verify academic and physical eligibility for all athletes.
 - J. Oversee the scheduling and all related paperwork for scheduling all athletic contests.
 - K. Facilitate the development and approval of all contracts for athletic events and off-site facilities.
 - L. Process requisitions and time sheets for payment of all dues, fees, officials, and expenses.

- III. OTHER DUTIES AND RESPONSIBILITIES:
 - A. Attend Arrowhead Conference and NJCAA Region meetings.
 - B. Work cooperatively with the Business Office and Purchasing Department as needed for all items requiring bids.
 - C. Promote community involvement in athletic programs, including fundraising and the Booster Club.
 - D. Conduct reviews of athletic programs and make appropriate recommendations as needed.

- IV. QUALIFICATIONS:

Required:

 - Bachelor's degree or equivalent
 - Two years of coaching or athletic director experience
 - Experience in working with a diverse student population

Preferred:

 - Master's degree in a related field
 - Successful coaching or administrative experience at the college level
 - Supervisory experience
 - Experience in athletic program administration



JOLIET JUNIOR COLLEGE

1901

POSITION TITLE: DIRECTOR, ATHLETICS LFATHL-DIRC01
STATUS: Full time
DEPARTMENT: Athletics
DIVISION: Student Development
CLASSIFICATION: Exempt
UNION: Non-union
REPORTS TO: Vice President of Student Development
PLACEMENT: Professional, grade 13
MINIMUM PAY RATE: \$68,694 annually

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff.

POSITION SUMMARY

The Director of Athletics oversees the athletic programs at Joliet Junior College. Responsibilities include: planning, compliance, implementing and directing all administrative activities, budgeting, hiring coaches, strategic planning, monitoring sports programs, development and staffing.

ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES

1. Coordinate and develop the athletic program and budget.
2. Serve as a head coach of a spring sport (baseball/softball).
3. Serve as the compliance agent for the department.
4. Assist in the general marketing and recruitment efforts of the college.
5. Coordinate athletic fundraising program with the College Foundation.
6. Schedule all intercollegiate athletic contests and events and publish a comprehensive schedule of all events.

7. Supervise the college's athletic program with regard to compliance with all rules and regulations of the college as well as those of the conference and the national athletic associations with which the college has affiliated. Responsible for NJCAA eligibility for all sports.
8. Oversee the selection of coaches.
9. Assist with the coordination of Title IX compliance with the athletes.
10. Provide leadership and direct day-to-day operations of the department.
11. Provide series of staff development activities for all athletic coaches.
12. Arrange for the appropriate supervision and officiating of all athletic events.
13. Supervise Event Center employees and rentals.
14. Participate in department and college's goals and objectives.
15. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. Master's degree in Physical Education, Educational Administration or related field of study.
2. Three (3) years of experience coaching and recruiting.

PREFERRED QUALIFICATIONS

1. Higher education experience.
2. Successful head coaching experience at the collegiate level.

PHYSICAL DEMANDS

1. Normal office physical demands.
2. Ability to travel between campus locations and to and from community events.
3. Ability to travel in state and nationally.

WORKING CONDITIONS

1. Duties are performed indoors in the usual office and/or outdoor environment.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, have reviewed and understand this job description.

Print Name

Date: _____

Employee's Signature

Date: _____

KANKAKEE COMMUNITY COLLEGE
POSITION DESCRIPTION

I. General Information

- A. Position Title: Athletic Director
Head Baseball Coach
- B. Responsible To: Vice President for Student Affairs
- C. Date: December 1, 2021

II. Primary Function

The Athletic Director is responsible for planning, directing, and coordinating the operations of the intercollegiate athletic programs at the college. Responsibilities also include ensuring compliance with all Title IX regulations related to Athletics, and all required annual reports associated with the NJCAA (National Junior College Athletic Association). Oversees the fitness center operations and coordinates program development and fund-raising initiatives. In addition to providing administrative oversight for the Athletic Department functions, the Athletic Director also serves as the head coach for the KCC Baseball Team.

III. Essential Responsibilities

• **Athletic Director**

- A. Develops, administers and coordinates the athletic schedules and budgets as approved by the Board of Trustees. Oversees and coordinates all athletic equipment inventories to ensure safe and economical transportation of athletic teams and budget forecasting.
- B. Supervises all athletic department staff. Schedules regular meetings that foster cohesiveness within the department. Performs an annual review of programs to benchmark successful strategies in coaching. Mentors part-time coaching staff and ensures all sports have equitable access to facilities and equipment.
- C. Prepares eligibility lists in cooperation with Enrollment Services to meet NJCAA regulations and helps monitor eligibility for all athletes.
- D. Creates a strategic plan to ensure the colleges' athletic program remains current with regional and national trends in community college athletics. Works with the Vice President for Student Affairs to update the coaches manual.

- E. Plays a leadership role with the athletic alumni. Gathers and directs the information flow and coordinates the mailing list.
- F. Establishes a community presence by serving on committees and attending events as appropriate. Represents the college and advocates for all sports offered at KCC to enhance community support and visibility. Assists in the development and planning of special activities including community service projects for each sport.
- G. Serves as an administrative liaison from athletics to administrators and faculty in developing retention initiatives for student-athletes.
- H. Attends the commencement program.

- **Head Baseball Coach**

- I. Oversees recruitment and selection of prospective student athletes. Processes names of all prospective participants and ensures that all student athletes pertaining to their specific sport meet NJCAA eligibility requirements and assist A.D. in preparing eligibility forms to be sent to the NJCAA. The coach must also have a working knowledge of NJCAA rules in order to maintain athletic eligibility and assist players with transfer decisions.
- J. Responsible for scheduling games, officials, transportation and makes all travel arrangements for the team. Works closely with the athletic trainer to make sure all athletes have a valid physical and completed insurance form on file.
- K. Formulates a successful philosophy to promote the educational welfare and sportsmanship of the athletic program; to include adhering to and enforcing all Departmental policies and procedures, as well as rules and regulations of the college and the NJCAA.
- L. Develops team practices to teach the fundamental skills of the game and promote the educational welfare and sportsmanship of the student-athletes to include but not limited to, study tables, tutoring, fitness center and team activities.
- M. Maintains inventory of equipment and supplies and assists with their distribution and management. Manages the budget for their specific sport and orders equipment within the limits of their budget.
- N. Supervises assigned assistant coaches and other support staff to ensure compliance to applicable rules, policies and procedures; provides orientation, training and guidance as needed; conducts performance evaluations.
- O. Develops a marketing brand of the team through social media, college website, local media, and media guide (in conjunction with the marketing department).

- P. Develops fundraisers to improve their athletic program. Assists in the coordination, management, and implementation of summer camps, leagues and special events as interest warrants same. Attends coaching meetings called by the Athletic Director.

IV. Other Responsibilities

- A. Performs other duties as required/assigned.
- B. Responds to the functions of the position in an environmental setting which might include cold, heat, odor, dampness, dirt, fumes, dust, oil, grease, noise, or vibration on a frequent basis. Appropriate protective devices are available as required.

V. Educational and Experiential Requirements

- A. Bachelor's degree required. Master's degree in education, physical education, or recreation preferred.
- B. Experience in directing athletic activities required.
- C. Qualified candidate must be functionally literate in reading, writing, and computation skills as well as computer literate or willing to learn.
- D. Valid CDL license or willingness to obtain required.



JOB DESCRIPTION

Title of Position: Athletic Director
Department: Athletics
Classification: Professional Managerial Exempt
Employment Status: Regular, full-time, 12-month
Flexible schedule required, including evenings and weekends

Function

Lead all aspects of the Athletic program at Kaskaskia College in achievement of collaboratively established department goals which align with the strategic priorities of the organization. Assure compliance of the program with federal and state laws as well as NJCAA, Region XXIV and Great Rivers Athletic Conference (GRAC) rules and regulations. Manages daily operations of the athletic department through oversight of athletics staff, scheduling, scholarships, transportation, facilities, housing, disciplinary issues, fundraising and budgeting. Provides sports information to the public in a variety of media forms to promote the athletic programs at Kaskaskia College. Responsible for leadership as the College representative to the Kaskaskia College Sports Association.

Organizational Relationship

Reports to the Vice President of Student Services, who reports to the College President. Position supervises Assistant Athletic Director, all coaches, support staff and student workers assigned to Athletics.

Qualifications

Required:

- Bachelor's degree in relevant field
- Minimum of three years coaching experience
- Demonstrated understanding of and commitment to the community college mission and philosophy
- Proficiency in organizing and planning
- Demonstrated understanding of and commitment to teamwork, process leadership, and consensus decision-making.
- Possess strong leadership and management skills
- Excellent oral and written communication skills
- Strong public relations skills
- Supervisory experience
- Fundraising and event planning experience
- Ability to work with diverse individuals and groups
- Strong technology skills
- Demonstrated commitment to supporting and participating in student activities and college events

Preferred:

- Previous experience as an athletic director
- Previous administrative experience
- Strong understanding NJCAA and Great Rivers Athletic Conference rules and regulations
- Master's degree in relevant field

Essential Functions

- Identify trends and changes in collegiate athletics and work collaboratively with GRAC and regional athletic directors to develop policies, procedures, and practices which provide satisfactory collegiate athletic experiences for students while protecting the college from unnecessary risks.
- Understand and provide guidance for student athletes and provide opportunities for training to coaches and students regarding the impact of trends and changes in collegiate athletics (example Name, Image, Likeness guidelines).
- Implement department wide compliance with scholarship programs for Athletics in accordance with College policies which will include annual review of KC Athletic Manual and implementation of annual student athlete orientation for communication of compliance with scholarship guidelines.
- Understand and abide by NJCAA and Great Rivers Athletic Conference (GRAC) rules and regulations. Communicate NJCAA and GRAC rules and regulations to coaches, student athletes and others in the athletic department.
- Attend and actively participate in all appropriate GRAC and Region XXIV meetings and communicate relevant information to VP of Student Services and relevant coaches.
- Conduct assessment for performance improvement and submit results of ongoing review in required annual reporting to Department of Education (EADA) and every five year ICCB program review.
- Oversee the continued development and ongoing improvement of competitive athletic teams appropriate for the Community College level.
- Develop and implement ongoing processes to assure student athlete health and safety by maintaining student athlete insurance coverage and athletic trainer services. Plan and implement special provisions for student athlete health related to communicable diseases, concussion screening and other risks encountered by student athletes.
- Maintain ongoing communication relationship with community partners who provide housing where athletes live to ensure the conditions are comfortable and safe. Assure that students follow housing rules and regulations.
- Oversee the adherence of student athletes to conduct code and coordinate Athletic Review Committee for imposition of sanctions. Ensure that coaches for each athletic team are monitoring and providing appropriate follow-up for disciplinary issues.
- Supervise and evaluate all coaches serving the athletic program and ensure that all coaches are performing appropriately for each sport.
- Coordinate the use and upkeep of KC athletic facilities in conjunction with coaches for each sport.
- Participate in planning for renovation and renewal of athletic facilities and equipment as the need for such is identified.

- Assure coordination/supervision of scheduling and transportation, in conjunction with coaches for each sport.
- Develop and implement student athlete recruitment plans in conjunction with coaches for each sport.
- Oversee the certification of grades for ongoing student retention and eligibility of student athletes in conjunction with coaches for each sport and supervise athletic academic program.
- Plan and maintain a balanced budget and wisely use available resources; work with coaches for each sport to develop and monitor athletic budgets.
- Monitor inventory, ordering and purchasing procedures in accordance with College policies and in conjunction with coaches for each sport.
- Provide sports information to the public in a variety of media forms (including live streaming of competitions) to promote the athletic program and KC. Delegate duties related to sports information dissemination as necessary while assuring timeliness and accuracy of disseminated information.
- Schedules and coordinates meetings of the KCSA and promotes growth in participation and activities of the group.
- Promotes KCSA membership among community members and student athlete families.
- Coordinate athletic fundraising activities, in conjunction with coaches. Support ongoing fundraising efforts of KCSA.
- Uphold the positive image of Kaskaskia College by exhibiting professional conduct at all times.
- Serve on college wide committees and teams to assist in meeting KC goals and strategic priorities.

Other Functions

- Responsible for oversight and implementation of all institutional and NJCAA athletic protocols associated with COVID-19 mitigation and prevention efforts.
- Perform other duties as assigned

Supervisory Responsibility

Supervise Assistant Athletic Director, coaches, athletes, support staff and student workers as necessary.

Supervisory Controls

Carry out assigned duties independently and with minimum supervision. Consultation with VP and President available as necessary.

Guidelines

Expected to follow all College policies and procedures as well as all local, state and federal laws. Also expected to adhere to and foster development of Kaskaskia College core values of compassion, honesty, respect, responsibility and fairness.

Personal Relationships

Position will have daily contact with coaches, athletes, students, and other College employees and will have frequent contact with the community and external agencies.

Physical Demands and Work Environment

Extensive travel required. Flexible work schedule, including nights and weekends required.

Signatures

By my signature below, I am acknowledging that I have read this job description and understand the requirements of this position.

Employee

Date

Vice President of Student Services

Date

Job Description

Title: Director of Student Involvement/Athletic Director
CBA Position: NA
Department: Student Activities
Reporting Manager: Vice President of Student Services
Direct Reports: Student Activities Personnel, Athletic Coaches
FLSA: Exempt
Expected Hours of Work: 40+

Salary Band: NA
Band Range: NA
FY19 Budget: \$73,000+
Account Number:
ICCB Class: Administrator
KC Status (Class):
POSD:

Job Summary:

Supervises a multifaceted program supporting the development of Kishwaukee College Athletics, Student Activities and Intramurals. Responsible for managing projects and initiatives while developing and implementing resources and services that promote student engagement.

Minimum Qualifications/Basic Job Requirements:

Required Qualifications:

- Bachelor's Degree from an accredited institution required, preferably in Student Affairs, Higher Education or related field.
- 1 – 2 years of experience in post-secondary education or other student personnel work is required.
- Demonstrated ability to work with diverse students, faculty and staff is necessary.
- Supervisory experience, experience in budget oversight.
- Excellent interpersonal, oral, and written communication skills required.

Preferred Qualifications:

- Experience in community college education is highly desirable.

Illustrative Examples of Essential Functions:

- Oversee and review programs, services, and activities related to Kishwaukee College Athletics and Student Activities and make recommendations for college initiatives and their justifications development and/or modification.
- Oversee Student Activities Coordinator in the development and implementation of cultural, educational, social, recreational and governance programs for students.
- Participate in college diversity planning and programming. Coordination of activities to support diversity such as Women's History Month, Hispanic Heritage Month and Black History Month, etc.
- Develop and implement an intermural program.
- Establish and implement short and long term departmental goal, objectives, programming; monitoring effectiveness and making appropriate changes as required.
- Manage departmental budgets & approve departmental requisitions.
- Create and implement departmental and program assessments.
- Collaborate with Student Activities Coordinator to manage a Student Club Council.
- Ensure Student Activities calendars are up to date, and provide varied cultural and contemporary opportunities for students to get involved, engage in learning about others, and develop leadership skills.

- Track and assess effectiveness of programs and services.
- Prepare and present monthly and annual reports related to retention and success of the Student Activities programs and initiatives.
- Develop, lead, and oversee programs and services that lead to improved engagement and retention rates of student Athletes and student leaders.
- Stay apprised of current policies, legal and ethics issues in higher education.
- Prepare federally mandate reports as required.
- Promote highly collaborative working environment between academic departments, administrative departments, and enrollment services.
- Serve on college committees as needed.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of the enrollments, new student orientations, student development, and the administration of such function.
- Demonstrated knowledge of principles and processes for delivering class-leading customer services. This includes student needs assessment, establishing quality standards and metrics for services, and the evaluation of customer satisfaction.
- Ability to effectively supervise and motivate personnel.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated knowledge of the rules, regulations and principles of FERPA, as well as other state and federal laws and regulations regarding admissions, registration and records.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Demonstrated experience in organizing, developing, and implementing operational systems and writing guidelines in an educational setting and managing a high volume workflow office.
- Proficiency with use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet.

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting.
- Work is conducted in a busy office environment with frequent interruptions.
- This position requires light physical activity and movement.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/16/2023

Director of Athletics -- College of Lake County

Classification Selection

Classification Information

Job Title	Administrator - D61
Job Code	AFED61
FLSA	Exempt
Position Type	Staff
Union Position?	No
Job Family	Administrative
DBM	D61

Employee Details

Seated User

Details

Username	bunger@clcollinois.edu
Employee ID	0604523
First Name	Bradley
Last Name	Unger
Work Email	bunger@clcollinois.edu
Org Unit	Athletics & Physical Activity

Employee Information

Employee Information

Employee First Name	Bradley
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Position Details

Position Information

Job Title	Director of Athletics
Internal Position Title	Director
Position Number	00000023
Department Account Number	511001 50 50090 6040 01
Pay Rate	D61
Effective Date	07/01/2022
FTE	1.00

Job Summary

The Director of Athletics provides leadership and oversight for intercollegiate athletics, and physical education center programs and facilities. Responsibilities include supervising six men's and six women's sports teams, being accountable for compliance with intercollegiate athletic regulations and standards (NJCAA, Skyway Conference, Title IX), managing budgets for the physical education center and sports teams, and overseeing the Athletes Leading Academic Success (ATLAS) program. Building relationships within the institution and among community stakeholders is an essential component of growing the athletics program at the college.

Summary of Essential Functions

1. Direct the overall administration of the College's intercollegiate athletic program, the physical education facilities, and the athletic facilities.
2. Supervise departmental staff and coaches, including conducting performance evaluations and designing professional development activities for individuals and the entire staff.
3. Encourage and assist departmental staff in the continuous improvement of relevant policies, procedures, systems, and customer service for all stakeholders.
4. Manage compliance with the Illinois Skyway Collegiate Conference, the National Junior College Athletic Association (NJCAA), and Title IX rules and regulations, including student eligibility, scholarship assignments, equity in resources, and sports procedures.
5. Serve as the College's representative to local, regional and national athletic associations, including the Illinois Skyway Collegiate Conference and the National Junior College Athletic Association (NJCAA).
6. Supervise the administration of risk management procedures to ensure a safe environment exists at all times for student athletes, coaches, and visitors to the facilities.
7. Oversee the Athletes Leading Academic Success (ATLAS) program, and its integration with existing programs and services at the college, initiating new efforts, and establishing systems that proactively identify areas of academic concern for athletes.
8. Conduct data analyses of student success indicators to track academic and athletic success.
9. Foster and promote diversity in student athletics by reaching out to students and stakeholders from various social, economic, ethnic, cultural, gender and disability-challenged groups.
10. Establish promotional efforts to grow attendance at sports events and in wellness activities.
11. Supervise the College's Sports Hall of Fame program. Establish alumni communications to maintain relationships with past players. Manage records of athletic teams and coaches to ensure historical documentation is in place.
12. Develop and maintain budgets for the operation of the facility and each intercollegiate sport. Adhere to all college purchasing and internal control guidelines.
13. Oversee the purchasing and maintenance of equipment and supplies for intercollegiate athletic programs and the fitness center.

14. Oversee fundraising efforts by the sports teams and facilities rentals to ensure internal controls are in place and followed. Ensure fundraising and facility rental procedures are documented and communicated.
15. Develop and maintain appropriate fitness related activities and community outreach programs. Conduct needs analyses to determine priorities. Coordinate efforts with pertinent college committees and departments.
16. Develop and assess departmental goals and objectives to foster continuous improvement in services and programs. Perform reviews of sport and fitness services to assess the impact on student life at the college.
17. Collaborate with internal stakeholders, including Biological & Health Sciences and the Center for Personal Enrichment for courses offered in the P.E. Center. Administer services and programs in collaboration with Administrative Affairs, Educational Affairs, and Student Development.
18. Oversee web and social media presence for the department and sports teams. Establish standards and monitor consistency of information posted.
19. Collaborate with the Public Relations Department to promote intercollegiate and intramural athletic programs, including recruitment, scheduling, fundraising, and fitness center activities.
20. Build a rapport with the Lake County high school athletic directors and coaches, developing collaboration opportunities and exposure for the intercollegiate athletic programs.
21. Oversee the Lancer mascot program and coordinate appearances at internal and external events.
22. Coordinate opportunities for student-athletes to participate in community service events/projects.
24. Perform related duties assigned by the supervisor.

GENERAL ADMINISTRATOR JOB RESPONSIBILITIES

1. Model College of Lake County Values at all times.
2. Remain current and knowledgeable of all applicable Board Policy and related procedures.
3. Remain knowledgeable and comply with all federal and state standards, and College Policies and procedures. Assure proper internal controls within all levels of the division or department, establish and utilize monitoring mechanisms and assure regular training of managers/supervisors and staff.
4. Accountable for division/departmental expense processing including procurement of items and services, and accurate payroll and attendance for the division or department. Assure proper internal controls are in place, monitor and train staff.
5. Accountable for maintenance of departmental records per federal, state and College of Lake County standards.
6. Fosters regular clear and consistent communications within division/department; assuring communications are messaged at all levels of the division and/or department.
7. Foster positive employee relations, assuring this is cascaded throughout all levels of managers and supervisors within the division and/or department, and that includes regular employee feedback, recognition and progressive discipline where needed. Assure timely and consistent performance evaluation processes are followed at all levels within the division or department.
8. Support the growth and development of personnel within the division and/or department, assuring this support is cascaded throughout all levels of managers and supervisors within the division/department.
9. Exercise appropriate discretion and judgment; maintain confidentiality of sensitive information and documents. Avoid conflicts of interest. Report issues as they arise.
10. Participate in Shared Governance; serve on institutional level councils, commissions and/or committees. Foster the encouragement of employees at all levels within the division/department to participate in committees, councils, commissions and/or projects.

KNOWLEDGE, SKILLS AND ABILITIES: College: Knowledge of college policies, procedures, and practices; ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA).

DEPARTMENT/DIVISIONAL: Knowledge of Instructional policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to solve issues and work with diverse population, work with large crowds; ability to read and interpret instructional documents.

DECISION-MAKING and ANALYTICAL SKILLS: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to interpret policy and establish methods and procedures for ability to perform all essential functions using safe work methods and following safety regulations relating to job; ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to someone else.

COMMUNICATION SKILLS: Well-developed public speaking and presentation skills to effectively present materials to individual students or groups; well-developed written communication skills; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

PHYSICAL: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Qualifications

1. Master's degree in Physical Education, Athletic Administration/Sports Management, Wellness and Recreation or related field.
2. Six (6) years of progressively responsible related work experience in athletic program management and/or coordination that includes a minimum of three years leading and/or supervising the work of others.
3. Proven ability to work effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.
4. Valid driver's license and a clean driving record.

Desired Qualifications

1. Prior experience with the management and supervision of athletic and fitness programs in a community college or higher education environment.
2. Prior coaching experience.

3. Experience with NJCAA rules and compliance.

4. Bilingual in Spanish.

Full/Part-Time

Full-Time

Regular/Temporary

Regular

Regular Shift

First

Union Code

No Union Code

Grant Funded

No

Location

Grayslake

Total Hours Per Week

40.00

Work Schedule

Monday through Friday 8:00 a.m. to 4:30 p.m.

Standard Hours - Monday

8

Standard Hours - Tuesday

8

Standard Hours - Wednesday

8

Standard Hours - Thursday

8

Standard Hours - Friday

8

Standard Hours - Saturday

0

Standard Hours - Sunday

0

Salary Grade

D61

Salary Range Min

68673.00

Salary Range Max

170210.00

Level 1 Users with Access

Proposed Essential Function

Proposed Essential Function

Position Documents

No documents have been attached.

LAKE LAND COLLEGE JOB DESCRIPTION

POSITION TITLE: Director of Athletics

DEPARTMENT: Athletics

SUPERVISOR: Vice President for Student Services

JOB SUMMARY: The Director of Athletics administers the College's intercollegiate athletic program according to NJCAA guidelines and Lake Land College policies. Director duties include: supervision of coaching staff, development and maintenance of athletic budgets, oversight of player recruitment and game scheduling, coordination of sport camps and fund raising activities, promotion of sporting events to the local community, and collection of data and completion of reports associated with athletics.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

1. Administer the intercollegiate athletic program in accordance with National Junior College Athletic Association (NJCAA), Region 24 guidelines and Lake Land College policies and procedures.
2. Supervise coordination of all athletic scheduling and activities.
3. Hire, train, supervise and evaluate all members of the Athletic Department.
4. Plan professional development activities for members of the Athletic Department.
5. Provide leadership for a successful comprehensive recruitment program for in-district and out-of-district student athletes.
6. Develop, administer and evaluate annual budgets for all aspects of the Athletic Department.
7. Establish and oversee comprehensive fund raising for the Athletic Department.
8. Monitor foundation accounts for the Athletic Department.
9. Oversee monitoring by coaches of student athletes' progress toward establishing residency, completing financial forms, and academic success.
10. Facilitate coordination of sport camps and athletic facilitate usage.
11. Attend NJCAA Region 24 and GRAC Conference Meetings as needed.
12. Coordinate arrangements for athletic team travel.
13. Coordinate monitoring of student athlete academic progress for the entire Athletic Department.
14. Facilitate certification of academic and health eligibility of all student athletes.
15. Administer Athletic Student Code of Conduct and disciplinary action in accordance with College Student Code of Conduct.
16. Coordinate with the coaching staff in scheduling of games and officials.
17. Attend or designate a game administrator for each athletic home competition.
18. Coordinate data collection and complete reports in a timely manner required for local, state, and national agencies.
19. Serve as a member of the Student Services Leadership Team and assigned college committees.
20. Other duties as assigned.

SPECIFIC FUNCTIONAL JOB REQUIREMENTS:

- Education: Bachelor's degree required; Master's degree preferred.
- Experience: Previous experience as an athletic coach; prior athletic management/administrative experience preferred.
- Knowledge: Knowledge of intercollegiate athletics, regulations of athletic conferences; student recruitment; supervision of coaches, coaching methods and motivational techniques; Knowledge of current college student athlete research and trends.
- Skills: Student-centered approach to athletics, strong organizational and management skills, interpersonal, oral and written communication skills, and fundraising skills;
- Personal: Ability to work effectively with the College administration, faculty, and staff, high school coaches, students and parents. Versatility, positive attitude, enthusiasm, high energy level, and exemplary work ethic. Valid driver's license.
- Physical: The position requires evening and weekend work. Travel to and from athletic events and work in a fast paced environment.

MACHINES AND EQUIPMENT USED:

College student records and business software, Microsoft Office, Outlook, Internet Explorer, and copy machine.

GENERAL EMPLOYMENT STATEMENTS:

- Length of Training and Probation Period: 90 days
- A. Hours of work day: 8 Hours
 - B. Group Affiliation: Administrative, Grade Level 15
 - C. Conditions of Employment: Policy
 - D. Position: Exempt

Revised: 8/20/02
6/9/04
12/07
01/11
09/13
01/19

JOB DEMANDS

JOB TITLE: Director of Athletics

DEPT: Athletics

Please enter an "X" below to indicate the applicable demands of the job using the following definitions:

**Some = 1-3 hours/day
hours/day**

Frequently = 4-6 hours/day

Very Frequently = 7+

Physical Demand	None	Some	Freq	Very Freq	Physical Requirements	
Standing				X	X	Manual Dexterity (Hand/Eye Coord)
Walking				X	X	Hear Alarms/Telephone/Tape Recorder
Sitting				X	X	Finger Dexterity
Climbing		X				Color Vision
Bending				X	x	Visual Acuity - Far
Stooping/Kneeling				X	X	Acuity- Near
Crawling		X			X	Depth Perception
Repetitive Motions:						Gloves
• Hand-wrist				X		Use of Respiratory Protection
• Elbow				X		
Lifting:						Hazards/Exposure to:
• 0-25 lbs			X			Toxic/Caustic Chemicals or Detergents
• 26-50 lbs			X			Extreme Conditions (Hot/Cold)
• 51-75 lbs			X			Dust
• 76-100 lbs		X				Moving Mechanical Parts
• 100+ lbs	X					Potential Electrical Shock
Carrying:						X-Ray
• 0-25 lbs			X			Electro Magnetic Energy (Laser)
• 26-50 lbs			X			High Pitched/Loud Noises
• 50+ lbs		X				Communicable Diseases
Pushing/Pulling:						Blood Borne Pathogens:
• 0-25 lbs			X		X	• Type: Body fluids
• 26-50 lbs			X			• % of Time: 80% +
• 51-75 lbs			X			Gaseous Risk
• 76-100 lbs		X				TB
• 100+ lbs	X					Mental
Complete the next column by placing an "x" beside the appropriate item.					X	Manage Stress Appropriately
					X	Handle Multiple Priorities
					X	Make Decisions Under Pressure
					X	Work Alone
					X	Manage Anger/Fear/ Hostility/ Violence Appropriately
					X	Work in Areas That Are Confined or Crowded



Title: Athletic Director, Intercollegiate and Intramural Athletics

Date: April 2022

FLSA: Exempt

Grade: D62

Reports to: President

Scope of Position

The Athletic Director-Intercollegiate & Intramural Athletics will provide leadership in the development, administration, and evaluation of a comprehensive intercollegiate athletics program. This position will provide visionary direction to current and future student-athletes as well as develop a robust intramural sports program designed to promote campus-wide spirit.

Key Measurable Expectations (KMEs)

The following are KMEs that are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Design and implement an Athletics Department strategy focused on an "academics-first agenda" that supports intercollegiate and intramural athletics to build L&C spirit and fan base.
- Monitor student academic progress and oversees campus-based intervention strategies to increase student-athlete success (i.e. advising, tutoring, and mentoring).
- Serve as the liaison between student-athletes, athletic coaches, faculty, and college administration.
- Enforce and maintain an athletic program policy of educating and graduating student-athletes. Work with college administrators, faculty and staff to ensure student-athletes are academically eligible for a given sport.
- Assure the college's compliance with National Junior College Athletic Association (NJCAA) rules and regulations. Closely monitor academic, conduct, and physical requirements for each student-athlete and submits all NJCAA eligibility compliance documents.
- Provide guidance and direction for the college's sports and programs.
- Prepare and manage the budget for all athletic programs. Monitor expenditures for the programs to assure sound fiscal practices. Prepare a budget for annual budget process (i.e., team travel, equipment purchases, and facility upkeep).
- Attend all NJCAA Regional meetings and meet with conference and league officials on scheduling and other issues (i.e. post-season play). Represent the college in athletic matters and decisions of the NJCAA.
- Oversee the search process for coaches and other department personnel, working in cooperation with college hiring practices. Hire all authorized game officials. Hire and manage work study/internship participants to assist in Athletics Department operations.
- Compile reports on the status of each team and its successes and shortcomings.
- Participate in all mediations in the department that he/she oversees. Manage and resolves disputes between athletes, coaches, or staff in coordination with the appropriate department head.
- Coordinate disciplinary issues with student-athletes in consultation with coaches and Vice President of Student Affairs.
- Schedule practice times and manages the use of campus athletic facilities. Coordinate all home events involving athletic facilities and fields. Oversee scheduling of athletic events.
- Develop and build relationships with local high schools as well as four-year institutions.



- Oversee the developing campus intramural athletic programs and the operation of the campus fitness center.
- Assist in the development and implementation of meaningful professional development activities designed to enhance the skills of Athletics Department personnel.
- Coordinate the maintenance of the L&C athletic web pages and the college's NJCAA webpage.
- Direct staff and coaches to develop and enforce the college's athletic/student code of conduct.
- Organize the logistics and transportation of the college athletic teams.
- Ensure that each coach maintains an accurate inventory of equipment and materials.
- Act as sports information coordinator for all sports.
- Work with media services team to develop of college web page, promotions, and social media focused on athletics.
- Report scores and statistics to various agencies as mandated and requested.
- Promote the total athletic program including fundraising and special athletic events.
- Maintain inventory for all athletic equipment.
- Provide coordination for summer youth and athletic programs in connection with the overall usage of the River Bend Arena.
- Act as night supervisor as needed. Coordinate Athletic Training Services for all athletic programs. Develop programs and initiatives designed to support the academic success and emotional development of student-athletes, including orientation.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree Physical Education, Counseling, Student Personnel, Education, Sports Management or related field required, Master's Degree preferred. Minimum five years prior experience managing an athletic program consisting of multiple sports, preferably in a college athletic program; and knowledge of NJCAA eligibility regulations required.

Physical and Mental Abilities Required to Perform Essential Job Functions

- Ability for independent travel.

Language Ability and Interpersonal Communications

- Ability to communicate orally and in writing with employees, consultants, media representatives, organizations, businesses, vendors, and the general public.
- Ability to write reports and correspondence.
- Ability to speak effectively before groups of students, faculty, or administration.

Judgment and Situational Reasoning Ability

- Ability to comprehend and interpret a variety of documents including quarterly and other reports, balance sheets, professional and technical journals, and other research materials, policy and procedures manuals, etc.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret athletic training concepts.
- Ability to exercise judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Ability to speak publicly and represent/market College.
- Ability to train others.

Lewis & Clark

COMMUNITY COLLEGE

"Empowering People"



5800 Godfrey Road • Godfrey IL 62035-2466

Lewis & Clark Community College is an Equal Opportunity Employer and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, LCCC will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. It is also the policy of the College to prohibit any form of harassment based on an individual's protected status, such as gender, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, sexual orientation or other protected group status as defined by law. If interested, please contact the Human Resource Department, Erickson Hall – Room 107.

**MORaine VALLEY COMMUNITY COLLEGE
JOB DESCRIPTION**

Job Title: Director of Athletics
Department: Athletics
Reports To: Vice President of Student Development
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: December 2022 (Updated March 2023 on-campus language)
Approved By:
Approved Date:
Salary Grade: A&P 8

SUMMARY

Under the general direction of the Vice President of Student Development, the director of Athletics provides leadership for the department, and responsibility for overall operation, including intercollegiate, intramural, and related programs, as well as coordination of all athletic facilities. The director is responsible for compliance with Federal Regulations and NJCAA rules (including the Equity in Athletics Disclosure Act and Title IX) and is required to (a) demonstrate strong management and communication skills; (b) understand the role of athletics within the college structure and its relation to the educational mission; (c) advocate academic success of students participating in intercollegiate athletics. The Director of Athletics is dedicated to the learning college concepts by developing/coordinating programs and facilitating activities that promote student success and lifelong learning. The Director of Athletics, in addition to hybrid work assignments if applicable, is required to be present on-campus as needed (e.g., in-service, professional development, departmental meetings).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide overall leadership in the development, administration, and evaluation of a comprehensive intercollegiate athletic goals, sport offerings, and impact on athletes' academic success.
2. Develop and recommend an operating budget for each intercollegiate sport and update short- and long-term plan for the purchase and maintenance of equipment and supplies list for Athletics.
3. Remain current on rule changes, maintaining athlete conference, eligibility requirements, and compliance with all policies and regulations at local, state, regional and national levels.
4. Oversee, prepare, and submit all required reports, including DOE Equity in Athletics Disclosure Act Report, ICCB reviews, and Compliance.
5. Assess staffing needs and make recommendations to the Vice President of Student Development; recruit, hire, supervise all staff, and provide professional guidance to coaches.
6. Lead the development and delivery of orientation programs for athletes and coaches and oversee the updating of handbooks for athletes and coaches.
7. Schedule, develop, and administer all athletic programs, including athletic events and games, hiring officials, and supervising all athletic events.

8. Serve as the official college representative to the Skyway Conference Athletic Directors and the Board of Control, NJCAA, and Region IV Athletic Directors.
9. Oversee team travel arrangements, accommodations, and food expenses.
10. Provide leadership on effective recruitment, retention, and completion plan for athletes.
11. Ensure all athletes complete required medical examinations and are cleared to play through the Athletic Trainer and the team physicians.
12. Determine athletic insurance needs with the Vice President of Administrative Services and ensure that claims are properly addressed.
13. Process all complaints in a timely manner; follow through conclusion and resolve all disputes in accordance with college policies.
14. Collaborate with Registration, and Financial Aid departments on athletes' eligibility, certification, and tuition waiver process.
15. Collaborate with Marketing and Communications department on departmental promotion, marketing, and publicity, scheduled program announcements, web site accuracy, information, updates, and postings for the college, conference, regional, and NJCAA websites.
16. Collaborate with the director of FitRec on space and facility utilization.
17. Collaborate with the Foundation Office on fund raising opportunities for the department.
18. Advise the Vice President on trends and other pertinent matters as it relates to intercollegiate athletics.
19. Perform related duties as assigned by the Vice President of Student Development to advance the college mission.

SUPERVISORY RESPONSIBILITIES

Directly supervises: FT Athletic Student Success Specialist, FT Trainer/Equipment Manager, FT Secretary, PT Clerk/Typist, PT Academic Advisor and Coaches.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

Master's Degree in education, business administration and supervision or appropriate field and a minimum of 3 years of successful experience in Athletic Administration preferably in a community college and a minimum of one year experience determining and submitting NJCAA eligibility for student athletes. Must be knowledgeable on NJCAA eligibility rules.

OTHER SKILLS AND ABILITIES

1. Working knowledge in all facets of a broad athletic program including budget management, long range planning and staff evaluation or an equivalent combination of education and experience.
2. Strong and consistent record of successful working relations with students, faculty, staff, and outside agencies, as well as excellent written and verbal communication.
3. Strong leadership skills combined with high energy and enthusiasm plus willingness to use innovative and creative approaches.
4. Skill in organizing resources and establishing priorities.

5. Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
6. Knowledge of management principles and practices.
7. Knowledge of facilities and asset management methods and procedures.
8. Knowledge of rules and regulations governing intercollegiate athletics.
9. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
10. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
11. Knowledge of public relations principles and practices.
12. Ability to foster a cooperative work environment.
13. Ability to work weekends and evenings and travel off campus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



Morton College Job Description

Job Title:	Athletic Director
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	President of the College
Required Qualifications:	<p>Must have experience in administration for 10 years or five years of related experience and/or training; three years of experience in athletic leadership; or a combination of experience and coaching/management. Must be able to work flexible hours including evenings and weekends as needed. Must have coached 15 years in a head coaching position.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Exceptional communication skills when working with others on the administrative team. Honesty, flexibility, punctuality, and logical reasoning ability. Ability to interact well with students, faculty and staff.
Job Summary:	The Athletic Director is responsible for providing leadership and oversight for all intercollegiate, intramural and recreational athletic staff, programs, facilities and activities. Plans, administers, and directs intercollegiate athletic activities. Directly supervises all department personnel. Carries out supervisory responsibilities in accordance with Morton College policies/procedures, including: interviewing, recommending for hire, and training athletic department employees; planning, assigning and directing work, appraising performance and disciplining employees; addressing complaints and resolving problems.
Essential Job Functions	<ul style="list-style-type: none">• Interprets and participates in formulating extramural athletic policies. Liaisons and ensures compliance with the National Junior College Athletic Association (NJCAA/Region IV) as well as the Illinois Skyway Collegiate Conference (ISCC).

- Hires and discharges coaching staff and other department employees consistent with Board Policies. Plans and coordinates activities of coaching staff.
- Directs preparation and dissemination of publicity to promote athletic events. Manages all award and enshrinement related athletics programs for Morton College.
- Prepares departmental and student association budgets, SUAP report and authorizes department expenditures.
- Prepares annual Equity in Athletics Disclosure Act Survey (EADA) and reports/surveys the college deems appropriate.
- Plans and schedules sports events, and oversees ticket sales activities. Certifies reports of income produced from athletic ticket sales.
- Works with the Morton College Athletic Association (MCAA) to generate financial support and develop fundraising sources.
- Supervises utilization of all the athletic facilities. Coordinates athletic uses of training and weight room facilities. Reviews and recommends policies, repairs, and improvements for the facilities. Coordinate the scheduling of off-site facilities when appropriate.
- Oversees compliance with Title IX/Section 504 in the athletic department and report to the College Title IX / Section 504 Coordinator on all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate.
- Oversees the coordination of college vehicles for athletic travel, insurance claim processing, concession procedures and athletic out-of-state travel.
- Supervises the Athletic Administrative Assistant, Athletic Retention and Compliance Specialist, and Fitness Center Manager.
- Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety. Promote high standards of student conduct and ethical decision making.
- Assist in developing and managing services designed to increase student retention and transition rates. Evaluate existing procedures and recommend revisions that enhance campus life, retention, transition, and placement.
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning.

- Track data, maintain records, and use assessment tools for reports.
- Develop and implement a program of cultural, educational, social, recreational and governance programs for students.

Other Duties: • Perform other duties as assigned by the President of the College.

Work Environment: Work is generally performed in an office setting. You will have designated desk space to complete your daily work. Some work and supervision will be on the Athletic Fields, Athletic Facility and Fitness Center.

Physical Demands: Must be able to lift up to 50 lbs. and help with the set up and breakdown of tables, chairs, etc. for home game events.

- Position Unit:**
- Administration - Exempt
 - Professional Staff - Exempt
 - Faculty, Local 1600, A.F.T.
 - Adjunct Faculty, IEA-NEA
 - Classified Staff - Excluded
 - Classified Staff, Local 1600, A.F.T.
 - Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
 - Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
 - Classified Staff - Part-Time, Local 1600, A.F.T
 - Classified Staff - Part-Time, Non-Union

Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.

Employee _____ **Date** _____

Classification Title: Senior Manager of Athletics (Oakton Community College)

Department: Athletics

Division: Student Affairs

Basic Function and Responsibility:

Provide leadership, management, and direction to the Oakton intercollegiate athletic program, intramural sports activities, and fitness center programs. Hire and effectively lead, supervise and manage Athletic Department personnel, including coaches and assigned staff (full, part-time, and temporary) in support of developing and maximizing a culture that results in measurable student success outcomes. Provide strategic guidance to academic support activities and services for intercollegiate student-athletes. Plan and coordinate the use of the athletic facilities and fields.

Characteristic Duties and Responsibilities:

1. Supervise and direct the operations of Athletics in accordance with federal, state, and local regulations and guidelines including the National Junior College Athletic Association (NJCAA) and Title IX.
2. Provide oversight for compliance and the certification of eligibility of all intercollegiate athletes as required by the NJCAA.
3. Recruit, hire, train, and provide effective leadership to athletic department supervisors, staff members, coaches, student workers, and contractors assigned to support the academic success of Oakton student-athletes.
4. Supervise and direct the Athletics supervisors and staff in their operation and management of the Athletic Department.
5. Develop, prepare control and monitor budgets assigned to intercollegiate athletics, intramural sports, and Fitness Center programs. This includes oversight of awarding scholarships to student-athletes.
6. Select, purchase, and maintain supplies and equipment for intercollegiate athletic events, teams, and intramural sports activities while promoting equity of resources.
7. Promote a highly collaborative working environment within the athletic department and between academic departments, enrollment services, and other identified administrative offices.
8. Oversee the planning, arrangement, and scheduling of all athletic events.
9. Direct the use of the athletic facilities and fields.

10. Initiate and guide strategic planning for athletics and facility improvements, as well as goal setting, assessment, and evaluation of all intercollegiate, intramural, and Fitness Center programs.
11. Collaborate and coordinate with the Facilities Department to maintain, prepare, and improve athletic fields, courts, and grounds; recommend maintenance and improvements for space and equipment.
12. In cooperation with College Relations, oversee departmental promotion, marketing and publicity, both throughout the College and within the community. This includes overseeing website accuracy, information, updates and postings for the College, Conference, Regional and NJCAA websites.
13. Organize, coordinate, and regularly deliver orientation program for College coaches. This includes developing, updating, and distributing a Coaches' Handbook that clearly outlines the rules, regulations, and expectations that reflect Oakton's values.
14. Ensure that all Athletics Department affiliates (including students, coaches and staff) meet safety compliance requirements.
15. Direct and supervise the intramural sports program including facilities, employment of officials, selection and purchase of equipment, and the compilation of records.
16. Promote the achievement of academic excellence and high standards and expectations of sportsmanship and appropriate conduct among student athletes. Plan and coordinate academic support activities and services for intercollegiate student-athletes.
17. Develop and implement a community outreach plan and establish strong relations with external stakeholders, which involves active outreach to Oakton alumni. This also includes maintaining relationships with local secondary, collegiate, and non-profit athletic programs.
18. Provide leadership and oversight to all College Athletics fundraising activities. Coordinate activities with Oakton's Office of Alumni Relations.
19. Establish an Oakton Athletic Advisory Board in support of increasing interest and transparency about department plans, goals, and initiatives as well as the effective use of college resources.
20. Serve on College committees that relate to athletics and other committees as appropriate/assigned.
21. Direct and collaborate with Athletics department staff to prepare and produce written departmental reports and updates (quarterly and annually). This includes organized reporting on the recognition and achievements received by Oakton student-athletes (both academic and sports achievements).
22. Represent Oakton Community College in the Illinois Skyway Collegiate Conference, NJCAA Region IV, and other organizations as required and appropriate. This includes assuring that the Athletic Department is in compliance with conference requirements, college policies, and procedures.
23. Prepare and submit reports and related correspondence, such as the DOE Equity in Athletics Disclosure Act Report, which signifies Oakton's compliance with applicable reporting and Athletics program requirements.

24. Perform other job related duties as assigned.

Supervision Received:

Administrative Supervision is received from the AVP/Dean of Access, Equity, and Diversity, as well as the Vice-President for Student Affairs.

Supervision Exercised:

Functional supervision is exercised over employees and contractors assigned to the athletic department and fitness center programs.

Important Note: As a full-time staff member within the Athletic Department, the Senior Manager of Athletics will not be allowed to serve as a coach for any Oakton Intercollegiate Athletic Team/Program.

Hiring Qualifications:

1. Bachelor's degree from an accredited institution of higher education. Master's degree in Physical Education, Sports Management, or related field preferred.
2. Three or more years of progressive leadership experience in athletic administration required.
3. Five or more years in physical education, coaching, athletics management, or related experience required.
4. Demonstrated leadership and supervisory experience, including supporting the development of coaches required.
5. Demonstrated experience developing and managing a departmental or program budget required. Successful leadership of comprehensive Athletics budgeting preferred.
6. Experience, and commitment to, working with diverse populations required.
7. Participation in professional development activities that indicate an ongoing commitment to intercollegiate athletics as an enrichment opportunity.
8. One year or more administering student athlete eligibility per NJCAA or other College or High School level organization required.
9. Experience with NJCAA athletics programs preferred.
10. Demonstrated ability developing and executing department plans in alignment with identified college resources preferred.
11. Demonstrated high level organization skills and ability to actively collaborate with multiple departments across the college preferred.

Physical Requirements:

1. Ability to travel between campuses and to offsite events.

2. Ability to effectively communicate in-person, over phone, and email.
3. Ability to speak publically and appropriately represent the College at Athletics Department events.
4. Ability to lift up to 50 lbs.
5. Availability to supervise and direct staff on nights and weekends as needed.

Director of Athletics

Department: Student Services

Reports to: Dean of Students

Classification: Administrative, Regular, 12-month, Full-Time, Exempt

Purpose: The Director of Athletics is responsible for the general oversight, administration, and promotion of the Parkland College NJCAA Division II Midwest Athletic Conference (MWAC) Intercollegiate athletic program. The Director maintains a visible presence on campus and is actively engaged in the support of several large scale campus-wide events; serves as a role model and facilitator to student leaders; promotes sportsmanship and advocates on behalf of athletes.

Nature and Scope: The Director of Athletics is a full-time, 12-month administrative appointment based on a schedule established by the Dean of Students. The position involves frequent handling of confidential information and records. Work contacts include students, staff, administrators, high school representatives, parents, and community-based organizations.

Supervises: Professional Support Staff (PSS), Confidential/Supervisory Staff, and athletic coaches.

Essential Job Functions:

- Manage and direct the Athletics department.
- Assist in the development and implementation of policies and procedures; identify opportunities for improvement.
- Assist the Dean of Students in the formulation and development of goals & strategic plans for athletics, assure those plans are consistent with the college's plans; prepare statement of goals and objectives.
- Work with the Vice President for Student Services and the Dean of Students to establish an annual budget; participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for expenditure requests, monitor, and control expenditures.
- Analyze data collected from the department; findings will be used for decision making within the department and for institutional use for compliance and evaluation.
- At the request of the Dean of Students, serve on campus-wide committees; serve as liaison with other colleges, their athletic programs, and public and private agencies to assure coordination of activities.
- Ensure all areas supervised comply with FERPA, Title IX, Title IV, Clery Act, ADA, NJCAA, MWAC, and other federal and state regulations.
- Perform personnel management functions in accordance with college policies and procedures and appropriate collective bargaining agreements, including oversight of personnel selection, training, evaluation, and development; ensuring departmental practices are in compliance with college policy; and analyzing and recommending appropriate staffing levels.
- Develop, direct and evaluate activities and program operations, compile and analyze data related to participation and program evaluation; develop organization work processes while facilitate attainment of established program goals and objectives.
- Establish programs, policies, procedures, and guidelines for events, operations, and customer service, and strives for continual improvements in operation and services.
- Represent and advocate for the department within the college administrative and governance structure and promote an environment that is responsive to student needs.
- Collaborate with Marketing & Public Relations in the promotion of Parkland College athletics programs.

- Oversee and supervise the maintenance and purchase of all equipment associated with the athletic programs and athletic facilities.
- Oversee the coordination and implementation of athletic SOAR activities.
- Develop all intercollegiate and intramural athletic schedules, acquire areas for practice and/or games, and oversee travel arrangements for the athletic teams in conjunction with the coaching staff, the Athletics Facilities Director, and the Athletics Assistant Director.
- Secure qualified officials for home athletic contests, develop contracts, and provide for their payment.
- Maintain and continue to develop excellent public relations with in-district high schools, athletic departments, parents and the community.
- Work closely with the college's coaching staff, the MWAC, and the NJCAA to ensure that the college's athletic program, its staff, and the student athletes conform with all pertinent standards and requirements; oversee the compliance of student athlete eligibility requirements.
- Ensure academic and athletic eligibility with the assistance of the Assistant Director.
- Involved in decisions regarding eligibility and discipline using college, NJCAA, and MWAC guidelines and ensures that rules, regulations, and policies are adhered to; communicate, and thoroughly document any and all violations of college or MWAC policy in a timely manner to the Vice-President and Dean of Students and administer sanctions when appropriately advised.
- With the assistance from the Assistant Athletic Director, compile, maintain, and report all game scores and statistics as required by the NJCAA and MWAC.
- Ensure timely sports information is provided to all relevant information outlets, and provide support and assistance for fund-raising endeavors.
- Attend meetings for the MWAC and the regional NJCAA athletic directors.
- Assist coaches in their efforts to recruit student athletes.
- Perform other duties as assigned.

Minimum Requirements:

- Bachelor's degree in a related field.
- Two (2) years in a leadership role, including staff supervision and budget management.
- Familiarity and understanding of intercollegiate athletics administration and NJCAA rules and regulations.
- Excellent written & verbal communication skills.
- Available 24-hours per day for on-call inquiries and provide after-hours support for prospective students/athletes, parents, and coaches.
- Organizational skills, planning and budgeting experience, and the ability to work with students of diverse cultures and ethnic backgrounds.
- Ability to establish positive working relationships with members of the Parkland College community and members of the public.

Preferred Requirements:

- Experience with Ellucian Colleague or similar ERP system.
- Active participation in state and national organizations.
- Experience working in a comprehensive community college.
- Understanding of and commitment to the principles of shared governance.
- Coaching experience.
- Experience in higher education.

**PRAIRIE STATE COLLEGE
POSITION DESCRIPTION
ADMINISTRATIVE**

POSITION TITLE: Director of Athletics

POSITION NUMBER: 5PHED01

POSITION SUMMARY: The Director is responsible for planning, administering and directing the College's intercollegiate athletics, intramural and recreation programs and for coordinating practice and game schedules with the Field House Complex management team. The Director provides overall leadership and guidance to the athletic department, as well as generates private/corporate support for the Prairie State College (PSC) intercollegiate teams and the Foundation.

REPORTING AND SUPERVISORY RELATIONSHIP(S):

1. Direct reporting relationship to the Vice President, Student Affairs
2. Direct supervisory relationship to the Assistant Director of Athletics, Administrative Assistant, and intercollegiate Athletics Coaches.

CLASSIFICATION: D61; Administrative Director

RESPONSIBILITIES:

1. Adheres to all policies and guidelines set forth by the NJCAA and PSC regarding the award of all student-athlete scholarships and accountability for the funds available and awarded.
2. Plans, promotes and implements intercollegiate athletics and intramural programs.
3. Assures completion of financial aid forms by all student-athletes and adherence to all policies and procedures for the award of all College scholarships.
4. Recommends policies and practices consistent with current trends in collegiate athletics, wellness, and the needs of student athletes and the institution.
5. Develops intercollegiate athletic budget, monitors expenditures and ensures budgeting and personnel accountability.
6. Supervises intercollegiate home events, special events, competitions and workshops/presentations associated with the operations of athletics, intramurals and recreation.
7. Ensures that athletic teams are in compliance with the NJCAA and regulations pertaining to student-athlete eligibility, scheduling, recruiting, scholarships and practice.
8. Represents the College in national and state professional associations and organizations affiliated with department programs.
9. Conducts assessment and strategic planning for the athletic department.

10. Administers performance reviews for all staff and head coaching positions.
11. Manages the hiring of all athletic department staff and head coaching positions.
12. Represents the athletic department at community functions and helps to promote the PSC brand.
13. Performs professional and administrative duties assigned, as appropriate, by the Vice President, Student Affairs in addition to the delineated responsibilities.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: Employee is subject to both indoor and outdoor work. Work is sedentary in nature and involves exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently/constantly in order to lift, carry, push, pull or otherwise move objects.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in exercise science, physical education, health, recreation, business, education, or other related fields.
2. Three years administrative and/or supervisory experience in the areas of high school or college athletics, fitness, and/or recreational programming.
3. Strong interpersonal and communication skills.

PREFERRED QUALIFICATIONS:

1. Two years of work experience in higher education in the areas of athletics, physical education, fitness, and/or recreation programs.
2. Previous teaching/coaching experience in a high school, community college, or university setting.
3. Understanding of and commitment to the mission and philosophy of the public community college.
4. Knowledge of NJCAA eligibility rules and regulations.
5. Familiarity with Title IX compliance.
6. Master's Degree strongly preferred

Position Title: Athletic Director and Head Coach

Dept: Athletics

Employee Status: Full-time

Type: Professional

Grade: 19

FLSA: Exempt

Issued: March 24, 2011

Revised: 11-13, 8-18

Reporting Relationship

Reports to: Vice President/Chief Operating Officer.

Supervision Exercised: Full-time and part-time coaching staff and associated personnel within the athletic program.

Job Summary

The Athletic Director provides leadership and direction for Rock Valley College's intercollegiate sports program in compliance with the rules and regulations of the National Junior College Athletic Association. As part of this position, the Athletic Director shall coach one major sport each academic year. The Athletic Director is responsible for maintaining an athletic program that emphasizes the student-athlete concept.

Essential Duties and Responsibilities include the following. Related duties may be assigned.

Athletic Director Responsibilities:

1. Serve as the college representative to the NJCAA, ensuring that all college policies, procedures, and events are in compliance with NJCAA and other relevant governing bodies.
2. Oversee the recruitment, hiring and supervision of all staff in the Athletic Department, including clerical, head coaches, assistant head coaches, medical director, athletic trainer, student workers, and game workers.
3. Coordinate the development of long-term planning for athletics.
4. Coordinate, with the Dean Allied Health and others, use of the Physical Education Center and other athletic facilities.
5. Provide leadership for the marketing of athletic programs among students, faculty, staff, alumni, and the community.
6. Plan and direct fund-raising programs, in conjunction with the Rock Valley College Foundation.
7. Maintain the athletic department budget and oversee the team budgets.
8. Oversee team management duties, including recruitment, training, teaching, and other support activities.
9. Supervise coaches, ensuring the coaching manual is updated.
10. Develop and oversee an annual orientation program for student athletes.
11. Develop and implement appropriate tracking of and maintain appropriate information regarding scholastic performance of student athletes. Work with advisors, counselors, faculty, and other areas as appropriate to ensure that student athletes receive needed intervention and academic assistance in a timely manner.
12. Serve on the Athletic Council and help to guide the implementation of the Athletic Strategic Plan.
13. Develop and disseminate team schedules for all college sporting events.
14. Oversee the effective maintenance of all athletic facilities and equipment.
15. Oversee sports medical physician and athletic trainer to ensure all reporting and record keeping is complete.
16. Maintain accurate and official team records, individual records, and program histories.
17. Ensure ongoing eligibility of student athletes.
18. Coordinate all team travel adhering to prudent budgetary practices.
19. Oversee the Fitness Lab in the PEC.
20. Liaison with RVC Booster Club. Coordinate fundraising activities for all RVC sports programs.
21. Attend Dean's Council meetings, as needed.
22. Head Coach Responsibilities.

Rock Valley College
Human Resource Services
Job Description

23. Provide administrative leadership for all RVC sports programs, including men's and women's soccer, basketball and bowling programs, men's baseball program, and women's softball and volleyball programs, including hiring and supervision of additional coaching staff.
24. Provide administrative leadership to implement men's and women's intramural sports programs.
25. Ability to perform head coach duties for one of RVC's sports programs, including recruiting, coaching, administrative, academics, camps/clinics, and community involvement.

Head Coach Essential Duties:

1. Coordinate scheduling and management of team contests, officials practices, travel arrangements and facilities utilization.
2. Evaluate assistant coaching staff as assigned.
3. Coordinate, track and implement a recruitment plan to meet the initiatives of the Athletic Strategic Plan as to In-District and Out-of-District, and Out-of-State ratios.
4. Organize and run practice sessions.
5. Coach games and contests.
6. Supervise student-athletes during practice, contests, and travel.
7. Select, order and inventory equipment within budget constraints and supervise return of said equipment at the completion of the season.
8. Recruit and document student-athletes within the established guidelines of the Athletic Strategic Plan.
9. Support the Booster Club by attending meetings, participating in fundraising activities and membership drives.
10. Facilitate the maintenance and management of information and records as mandated by the Athletic Strategic Plan.
11. Participate in committee activities as assigned by the Athletic Director.
12. Maintain positive communication with all members of the athletic department, RVC faculty and staff, and news media.
13. Distribute and enforce adherence to the RVC and NJCAA Student Athlete Code of Conduct.
14. Monitor and report eligibility and academic progress required by the Athletic Strategic Plan for student-athletes.
15. Attend and participate in professional development germane to your sport and/or position.
16. Comply with all N4C and NJCAA rules.
17. Support the academic initiatives and philosophies of RVC, the athletic department and the Athletic Strategic Plan.
18. Call in results of contests to area news media as well as the RVC Sports Information Director.
19. Complete and submit injury report forms to the appropriate person immediately following the injury.
20. Attend all mandatory coaches' meetings.
21. Attend all coaches' meetings as scheduled by the N4C and NJCAA.
22. Prepare and submit a season summary to the Vice President/Chief Operating Officer which contains the following:
 - Names of individuals receiving awards
 - Complete list of contest results
 - List of special award winners
 - MVP records of the sport
 - Conference and NJCAA standings
 - Season statistics
 - Other pertinent data as needed

Qualifications

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

Master's degree required in Physical Education or a related field and a minimum of four to five years' experience in coaching and/or administration of intercollegiate athletics or an equivalent combination of education and experience.

1. Knowledge of intercollegiate athletics, rules, and regulations.
2. Ability to work effectively with a diverse student population.

Rock Valley College
Human Resource Services
Job Description

3. Skill in establishing and maintaining an effective working relationship with students, faculty, staff, and the public.
4. Ability and willingness to work evenings and weekends.
5. Ability to travel for sporting events.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that other may understands speech at normal levels, outdoors and on the telephone, speak in audible tones so others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

This job description has been approved by:

Direct Supervisor _____

Date _____

Executive Director of Human Resources _____

Date _____

Carl Sandburg College

Position Description

Position Title: Athletic Director

Position Code: ADMSAD10510

Classification: Administration
Exempt/Non-Bargaining Unit

Level: I

Supervises: Athletic staff

Reports To: Senior Vice President of Student Services

Principle Working Relationships: Senior Vice President of Student Services, Assistant Athletic Director/Head Softball/Head Volleyball Coach, Coaching Staff, Students, and Faculty

Purpose: Perform duties as Athletic Director and develop an athletic alumni engagement program.

Essential Functions

Major Responsibilities

1. Serve as the Athletic Director and be responsible for the Intercollegiate Athletic program as well as develop program goals and evaluate staff performance on a yearly basis.
2. Responsible for the development and administration of appropriate budgets.
3. Responsible for maintaining satisfactory standard of student athlete conduct and discipline.
4. Provide facility coverage and supervision.
5. Responsible for the scheduling of games and for the arrangement of travel.
6. Work in cooperation with Carl Sandburg College Marketing and Public Relations Department to provide sports information to media.
7. Serve as liaison to district Athletic Directors and Coaches to promote Carl Sandburg College and available athletic programs; concentration to be on the recruitment of in-district athletes.
8. Works in cooperation with Coaching Staff in recruitment of student athletes for all Carl Sandburg College programs.

9. Monitor academic progress of all athletes and students who receive Talent Scholarships to include Art, Athletics, Music and Theatre students.
10. Serve as a backup and support person to all Carl Sandburg College coaches and fitness center.
11. Develop possibilities to add additional extracurricular opportunities at Carl Sandburg College.
12. Work in Cooperation with the Carl Sandburg College Foundation to develop, implement and evaluate an athletic alumni engagement program.
13. Engage in fund-raising activities in cooperation with the Carl Sandburg College Foundation for supplementing the appropriate budgets.
14. Plan, coordinate, implement and evaluate youth sport camps for all Carl Sandburg College athletic programs.
15. Develop key performance indicators and assess outcomes for departmental initiatives and activities. Report associated metrics and make data-driven decisions regarding plans and actions.
16. Strictly adhere to NJCAA Coaching Ethic Code.
17. Administration of the talent scholarships for student athletes.
18. Coordinate with the Financial Aid Office in the completion of the appropriate financial aid applications for student athletes.
19. Monitor the academic progress of student athletes with Faculty.
20. Serve as a member of Administrative Team.
21. Other duties as assigned.

Risk Management and Loss Prevention Activities

1. Actively participate in and carry out activities in support of the college's Risk Management Program in a capacity appropriate to this position.
2. Monitor conditions, events, and circumstances present in the college operation to avoid potential torts or injuries to students, staff, or the general public, then communicate observations to the appropriate supervisor and/or Risk Management Committee.
3. Maintain a working knowledge of the college's emergency procedures and how to operate emergency phone systems; including internal/external call boxes.

Minimum Necessary Skills, Experience, and Educational Background

1. Bachelor's degree with a concentration in sports and/or physical education. Master's degree in related area preferred. Supervisory experience required.

2. Head coaching experience at the collegiate level and administrative experience required. Athletic Director experience at the collegiate level preferred.
3. Organizational and communication skills.
4. The ability to communicate successfully with clients of all ages, socio-economic status, sex, or race.
5. Valid driver's license.
6. CPR certification and first aid or willing to obtain certification prior to employment.
7. Spanish or French proficiency preferred.

Physical Requirements to Perform Job Functions

1. The specific motor skills and sensory perception to effectively perform daily tasks may vary with the sport.
2. Basic dexterity skills (computer work, telephone, and other office equipment).
3. Must have visual and hearing capabilities with/without correction.
4. Must be physically able to pack, lift, carry and transport equipment and materials as needed (30 lbs or less) and the ability to place work orders for anything over that limit.
5. Subject to both inside and outside environmental conditions.

Job Conditions and Hazards

1. Bloodborne pathogens exposure - category 1

This is a security sensitive position and will require a background check as a pre-employment qualifier.

7/22/2022

South Suburban College
Job Description

JOB TITLE: Athletic Director

Exempt (Y/N): Yes

Job Code:

SALARY LEVEL:

Division: Athletics

DEPARTMENT: Student Development

Date: Sept. 13, 2007

SUPERVISOR: Vice President, Student Development

SUMMARY: The Athletic Director will plan and organize programs, and supervise support staff, coaches, and student workers to meet the goals and objectives of the College. Supervises the maintenance and utilization of the Athletic/Fitness center, and serves as supervisor of the Fitness Center Lab and Coordinator of the Fitness Center Lab. Coordinates all athletic events with the assistance of athletic staff. Assists coaches in the recruitment of student athletes and articulates with high school districts. Serves as a liaison with the media and promotes the athletic program in the College Community. Effectively manages all office procedures and prepares and administrates the athletic budget and Fitness Center Lab Budget. Directs and enforces NJCAA athletic eligibility requirements and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, coordinate, and supervise the athletic programs.

Develop with the assistance of staff all athletic contests, schedules, practice schedules, athletic physicals, and hiring of officials.

Supervises the daily operation of the College Fitness Center Lab and Coordinator and is responsible for maintenance and purchase of lab equipment and scheduling fitness lab staff when credit classes are not scheduled.

Responsible for the supervision, maintenance, scheduling, and purchase of equipment for the Athletic/Fitness Center.

Coordinate supervision and management of home contests, concessions, and gate.

Coordinate athletic training services in conjunction with all athletic activities.

In conjunction with physical plant services coordinates the maintenance of athletic fields.

Coordinates and supervises capital improvements.

Supervises the Athletics secretary, Coordinator of the Fitness Lab, Coaches, and student workers.

Develops departmental policies and procedures.

Develop and administrate athletic and Fitness Lab Budgets.

Coordinates the purchasing, receiving, and payment of athletic and fitness lab equipment and services.

Coordinates public relations and sports information activity with coaches, media, Community, and College staff. The Director assists coaching staff with recruitment and articulates with local high school athletic departments.

Represents athletic department and College at athletic meetings, and attends and serves on College committees.

Directs and enforces the NJCAA eligibility requirements and rules for all student athletes and coaches.

Administers and monitors athletic waivers.

Coordinates with staff the administration of the athletic insurance program.

Coordinates fund raising activities.

Performs other related duties as assigned by the supervising administrator.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Supervisory Responsibilities: Directly supervises athletic secretary, Coordinator of Fitness Lab, and Coaches. Serves as supervisor of the Athletic/Fitness Center.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A Bachelor's Degree in Educational Administration or Communications or related student services areas, with five years community college experience, and successful coaching experience. Communication and management skills to supervise staff and articulate with internal and external sources to organize, promote, expand and develop the athletic programs.



JOB DESCRIPTION

Job Title: Director, Athletics and Intramurals
Status / FLSA Status: FT / Exempt
Classification: Professional Support Exempt
Department: Academic Support
Reports To: Dean, Student Services
Location: Canton Campus
Date Updated: March 2016

PRIMARY FUNCTION:

Plans, implements, and directs the athletic programs at the College in compliance with the rules and regulations of the National Junior College Athletic Association (NJCAA). Plans, coordinates and supervises student intramural programs for all campuses of Spoon River College. Serves as the head coach for a minimum of one athletic team (baseball or softball).

RESPONSIBILITIES:

1. Responsible for team management duties and supervision of all recruitment, advertising, training, and any other support activities for athletics.
2. Performs day to day operations of the multi-purpose facility, upon its completion.
3. Teaches the required physical education class required by all athletes.
4. Develops and disseminates athletic schedules for all College sporting events;
5. Develops and maintains an effective program in order to identify and attract scholarship prospects for the team;
6. Ensures that all athletic events held in compliance with NJCAA rules and regulations;
7. Works with the Director, Foundation in fund raising activities for the athletic programs;
8. Develops and oversees an athletic program orientation for all student-athletes;
9. Develops appropriate tracking of and maintains appropriate information regarding the scholastic performance of all student athletes; Ensures ongoing eligibility of athletes; Works with Student Services Department, faculty and other areas as appropriate to ensure that student athletes receive needed intervention and academic assistance in a timely manner;
10. Submits written proposals, including expected income and expenses, for all athletic activities;
11. Maintains effective relations with district high school coaches to ensure an efficient and effective recruiting network;
12. Provides oversight responsibility for the procurement, maintenance, inventories, and control of all athletic equipment;
13. Ensures facilities are in proper condition for sporting event(s);
14. Serves as contact for the NJCAA and represents Spoon River College at regional meetings;
15. Maintains accurate and official team records, individual records, and program history;
16. Serves as the head coach for a minimum of one athletic team (baseball or softball). Related responsibilities include, but are not limited to, teaching sports techniques, rules / regulations, strategies and playing tactics; conditioning athletes appropriately for activities; supervising and conducting practices and contests safely; supervising locker rooms and College/rented vehicles; ensuring sportsmanship, cooperation, work ethic and responsibility; monitoring athletes' class attendance, grades and personal conduct; responding to player injuries; managing uniforms, equipment and facilities in a responsible manner; provide coverage for absence of other coaches;
17. Assists the Dean of Student Services in the preparation and administration of athletic department budget;
18. Coordinates and monitors intramural programming on all campuses;
19. Oversees coordination of team travel adhering to prudent budgetary practices;
20. Collaborates with the Director, Marketing to develop and implement an athletic and intramural marketing plan to increase college and community awareness and attendance at events.
21. Serves on committees as assigned by the Dean of Student Services;
22. Performs supervisory responsibilities of coaches and Athletics staff.
23. Performs other duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

Performs supervisory responsibilities in accordance with federal and state employment law, college policies and procedures, the supervisor handbook, and relevant collective bargaining unit agreements with regard to recruitment and selection, timely review and approval of timesheets, assigning workload and projects, performance evaluation, discipline, communication, departmental leadership and day-to-day supervision.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. A bachelor's degree in related field from a regionally accredited institution is required. A master's degree preferred.
2. Experience in athletics is required. Three to five years athletic department experience is preferred, preferably at a community college level.
3. A valid and current Illinois driver's license is required.
4. Excellent management and leadership skills are required.
5. An understanding of the philosophies and experience working with Student Development and Student Services is preferred.
6. Ability to work independently with a high level of initiative is required.
7. Organizational abilities and superior interpersonal, oral, and written communication skills is required.
8. Experience using Microsoft applications with a high degree of accuracy and personal computer skills is required.
9. Supervisory experience is preferred.
10. Ability to support and influence diverse dynamic student population and staff is preferred.
11. Must possess a high level of confidentiality and accuracy. Must possess the ability to manage multiple and competing priorities; deal with conflict appropriately; withstand pressure, and remain calm in tense situations. Must possess problem solving skills; flexibility, dependability, and responsibility. Must possess the ability to work in a team centered environment and demonstrate a positive attitude.
12. Must possess organizational abilities, superior interpersonal skills and client service skills, and verbal and written communication skills with the ability to speak before groups.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include the ability to regularly sit, stand, walk, reach, stoop/kneel, use hands and fingers, talk and hear. This position requires physical ability to instruct, drill, teach techniques and playing tactics and supervise / conduct practices and contests. The employee must occasionally lift and/or move up to 50 pounds without assistance. Vision requirements for this position include close, distance, and peripheral vision including the ability to read instructions, drive safely and focus.

Work environment for this position includes a combination of typical office environment (no extremes in temperature, noise, and limited physical risk) and environment typical to indoor and/or outdoor sporting events (extremes in temperature, humid conditions, etc. moderate noise).

Human Resources Approval

Date

Supervisor Approval

Date

TRITON COLLEGE

ADMINISTRATIVE POSITION DESCRIPTION

TITLE: Associate Vice President of Athletics & Athletic Activities

ADMINISTRATIVE LEVEL: A

TITLE OF SUPERVISOR: Vice President of Business Services

BOARD APPROVED: _____

I. ESSENTIAL FUNCTION OF THE POSITION

Provide senior leadership, supervision, and guidance in all aspects of the college athletic programs, including, but not limited to, managing athletic teams, intramurals, Aquatic Center and Fitness Center, as well as coordinating the use of the athletic fields, including the use of campus facilities for external groups. Develop and oversee the institutional budget for the Athletics department. Effectively lead and recommend to hire all Athletics department personnel. Oversee the planning, arrangement and scheduling of all athletic events. Collaborate with the Facilities department to maintain, prepare, and improve athletic fields, courts, and grounds. In cooperation with Institutional Advancement, oversee promotion of the athletic programs and events, ensuring publicity throughout the district community.

II. QUALIFICATIONS

A. EDUCATION:

Master's degree in Physical Education, Sports Management, or Business Administration; (or related field) with college level athletic experience, required.

B. EXPERIENCE:

Minimum of three years experience with demonstrated success in physical education, coaching, Athletics management, or related experience required (preferred within the collegiate environment). Minimum of three years: participating, leading, coaching, or administering student athlete eligibility per the National Junior College Athletic Association (NJCAA) or the National Collegiate Athletic Association (NCAA) required.

C. KNOWLEDGE: Thorough understanding of NJCAA and/or NCAA rules and regulations (studying available materials, attending professional conferences and meetings in order to stay current with changing regulations, trends, and conduct of student athletes). Knowledge of automated systems as to their use in the delivery of quality programming and facilities management.

D. SKILLS:

Demonstrated leadership and supervisory experience, including supporting the development of coaches and professional staff is required. Ability to develop and clearly articulate the vision for the Athletics department. Demonstrated experience developing and managing a comprehensive Athletics' budget is required.

Demonstrated high level organization skills and ability to actively collaborate with multiple departments across the college. Ability to work collaboratively within a diverse campus community. Ability to analyze, evaluate, and develop short and long term objectives for the Athletics department. Understanding of the student-athlete experience, its potential to develop leadership, competitive excellence, quiet dedication, and collaborative achievement through hard work.

III. RESPONSIBILITIES

1. Supervise and direct the operations of Athletics in accordance with federal, state, and local regulations or guidelines, including the NJCAA and Title IX.
2. Develop and implement a community outreach plan and establish strong relations with external stakeholders, including maintaining relationships with local secondary, collegiate, and non-profit athletic programs.
3. Solicit, develop and maintain priority partnership agreements.
4. Direct and oversee the planning, arrangement and scheduling of all athletic events.
5. Develop and monitor the budget assigned to intercollegiate athletics, intramural sports, Aquatics Center, and Fitness Center programs, including scholarship offerings to student athletes.
6. Oversee the scheduling of external community groups, including priority partners.
7. Evaluate and recommend the acquisition of supplies, services, and equipment for intercollegiate athletic events, teams, intramural sports activities, and community partners.
8. Promote a highly collaborative working environment within the Athletics department and between other departments and administrative offices.
9. In collaboration with Institutional Advancement, manage direct marketing and promotional initiatives for the Athletics department.
10. Recommend to hire and effectively lead, supervise and manage Athletic department personnel, including coaches and assigned staff in support of developing and maximizing a culture that results in measurable student success outcomes.
11. Provide strategic guidance to academic support activities and services for intercollegiate student athletes.
12. Maintain a file of all original forms related to position responsibilities.
13. Take an active role in any and all compliance requirements or reviews.
14. Initiate and guide strategic planning for athletic field and facility improvements, as well as goal setting, assessment, and evaluation of all intercollegiate, intramural, Aquatics Center, and Fitness Center programs.
15. Provide leadership and oversight to all athletics fundraising activities.
16. In cooperation with Triton College Foundation, secure corporate sponsorships to support athletics fundraising initiatives and activities.

17. Advocate for the welfare and well-being of coaches, student athletes and related staff members. Support and perform annual coach and staff evaluations as appropriate.
18. Positively represent the College to all on and off campus constituency groups, as well as in conference, regional, and national athletic associations.
19. Advocate and adhere to practices that support the College mission.
20. Perform other duties as assigned.

IV. SUPERVISION

A. RECEIVED

Under the direct supervision of the Vice President of Business Services and as appropriate, the Vice President of Enrollment Management and Student Affairs.

B. PROVIDED

Direct supervision of the Athletic Director; supervisors assigned to the Athletics department; the Aquatics Center and the Fitness Center.

V. OTHER INFORMATION

1. Ability to travel between campus and community, and to offsite events.
2. Availability to supervise and direct staff on nights and weekends as needed.
3. Maintain a flexible schedule.
4. Valid driver's license with clean driver's abstract required.
5. Ability to operate motor vehicles for athletic activities.

NOTE: All interested personnel are to address a letter to the Human Resources Office. It is advised that internal applicants applying for this position, update their application on file in Human Resources, if your qualifications have changed since your original date of employment. **Applicants must** indicate experience and education, if applicable. Only applicants that meet the qualifications will be considered for the interviewing process.

Triton College is an Equal Opportunity Affirmative Action institution.

dmo: Associate Vice President, Information Systems