

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Associate Dean, Mathematics & Natural Sciences/
Athletics Director

DIVISION: Mathematics & Natural Sciences

DEPARTMENT: Physical Education

SECURITY SENSITIVE: Yes

JOB TITLE CODE: 0482

FLSA STATUS: Exempt

FUNCTION: To plan, direct and evaluate the programs and processes of disciplines within the Mathematics & Natural Sciences division, with emphasis on the Physical Education, Wellness and Athletics programs; to provide leadership for the faculty, staff, and students in the division; and to assist the Dean in the various functions and tasks necessary to provide effective daily administration of Division policies and programs. The associate dean has direct responsibility to the Provost, Central Park Campus for the Athletics program.

Note: The President holds overall organizational responsibility for directing the college district's athletics program and is the final signatory on all athletic reports, budgets and scholarships. Daily supervision of the athletics program has been assigned to the Provost of the Central Park Campus through the Athletics Director portion of the Associate Dean of Mathematics and Natural Sciences/Athletics Director position.

REPORTS TO: Dean, Mathematics and Natural Sciences

SUPERVISES: Full-time and Part-Time Faculty; Assistant to the Dean;
Student Assistants

MAJOR RESPONSIBILITIES:

Essential Job Functions:

- 1) Plan, develop, implement, maintain and evaluate the Division's instructional programs and processes, with emphasis in the areas of Physical Education, Athletics, and Wellness. Provide leadership for the

evaluation and review of existing curriculum and the development and adoption of new programs and courses. Assist in the review and analysis of the program evaluation process for all academic and vocational programs within the division.

- 2) Facilitate articulation with other institutions and agencies.
- 3) Develop class schedules and assign faculty, in accordance with District policies. Ensure that all classes are met as scheduled or that suitable arrangements are made. Ensure maintenance of course outlines, syllabi, adoption of textbooks and media.
- 4) Recommend for employment professional and support staff, faculty and associate faculty for all departments supervised. Direct orientation of new faculty. Conduct faculty and staff evaluations and make appropriate personnel recommendations in accordance with District policy. Recruit and recommend employment of a culturally diverse faculty and staff. Recommend development programs for full-time and associate faculty and support professional development activities for staff.
- 5) Contribute to the marketing of the departments' programs and services. Provide leadership in identifying and responding to community needs that fit within the college's mission and goals.
- 6) Assist in the planning, development and promotion of ways and means for improving instruction and instructional services. Participate directly in the determination of district policies and procedures, especially those which affect the instructional area.
- 7) Formulate and recommend annual budget requests for Physical Education, Athletics, and Wellness and assume responsibility for operating within the approved budget. Recommend the facilities and capital equipment necessary to the effective implementation and maintenance of educational programs. Prepare and maintain the departments' operating budgets. Manage office services and divisional facilities, including maintaining necessary records, supplies and equipment.
- 8) Provide an effective two-way channel of communication between administration and faculty/staff as well as lateral communication. Interact and work collaboratively with other members of the college community in areas of mutual concern. Provide for effective communication between faculty and staff within the department, as well as with other areas.
- 9) Provide recommendations in the development and approval of program strategic plans, and implement the departments' strategic plans annually.

- 10) Enforce and interpret all National Junior College Athletic Association (NJCAA) athletic regulations in which membership is maintained.
- 11) Hold meetings with coaches whenever necessary to keep them informed of all matters pertaining to the Athletic Program. Schedule all athletic events in coordination with coaches. Supervise all athletic facilities; schedule practice use; recommend maintenance and repairs. Prepare and distribute schedules to the Official Assigners for each sport and advise them of any schedule changes.

Marginal Job Functions:

Develop schedule posters and programs as needed through the public relations office and work with them on the release of publicity for upcoming events in athletics.

Represent the college at all regional and national meetings relating to the Athletic Program.

Contact and write proposals to organizations for grants and donations, working with the Executive Director, Development/Foundation.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of human relations.

Knowledge of methods improvement and work simplifications.

Knowledge of the interpretation and use of statistical data.

Knowledge of theory of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.

Knowledge of performance appraisal processes.

Knowledge of current developments in related fields of specialization with the ability to keep current with new developments.

Knowledge of basic first aid procedures.

Written and oral skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty and the general public.

Ability to use logic, experience, and knowledge to evaluate information and problem situations.

Ability to regularly lift objects up to approximately 25 pounds and or occasionally lift about 50 pounds.

Ability to maintain restraint and keep calm when faced with emotional or angry individuals.

Ability to meet deadlines for assigned reports and projects.

Ability to prepare specifications for equipment and materials.

Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.

Ability to formulate program goals and objectives and identify appropriate activities and/or functions to meet these objectives.

Ability to effectively plan work activities, schedules, priorities of staff and utilization of resources.

Knowledge of educational foundations with previous teaching experience.

Knowledge of budgeting and maintaining budgets and physical facilities.

Knowledge of instructional methodology and the ability to apply knowledge in developing and implementing programs.

Ability to maintain and evaluate faculty and staff, establish developmental plans and evaluate instructional programs.

Ability to manage change -- flexible.

Ability to establish and maintain effective working relationships.

Ability to provide accurate information or assistance to requestors in a timely and courteous manner.

Ability to listen actively and demonstrate understanding.

Experience in curriculum development and instructional methodology.

Ability to perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques and standards with minimal supervision within the assigned time frame.

Ability to independently identify and undertake additional tasks to be accomplished.

Ability to perform all the essential functions of this position.

Education and Experience:

Education: Master's degree in physical education or related field, with 18 graduate hours in one of the teaching disciplines from a regionally accredited institution.

Experience: Five (5) years experience in Athletic Administration or related field, to include, combined administrative and teaching experience in higher education and supervisory experience in education, preferably in a community college setting. Experience in clinical supervision and program/curriculum development is desired.

Licenses/Certificates: N/A

NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of CCCCD are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.