

San Jose Evergreen Community College District Academic Management Job Description

Position: Director, Athletics

Department: Academic Affairs

College: San Jose City College

Date: July 1, 2025

POSITION PURPOSE

Under the general direction of a designed administrator, the Director of Athletics serves as the primary administrator to provide leadership in matters relating to the overall administration of the Athletics program. The Director of Athletics manages fundraising efforts for athletic team programs and is responsible for the supervision of coaches, and classified support staff in the department. This position serves as the primary media contact for all sports and is responsible for managing day-to-day media operations while keeping statistics. Incumbent in this position ensures the college's compliance with applicable California Community College Athletic Association (CCCCAA), National Collegiate Athletics Association (NCAA), athletic conferences and district rules and regulations governing all facets of intercollegiate athletics programs. The Director also oversees the athletic website and direct audio/video streaming efforts. This position may include a combination day, evening and weekend assignments.

KEY DUTIES and RESPONSIBILITIES

1. Implements and guides all aspects of the athletic programs and is responsible for compliance with the California Community College Athletic Association (CCCCAA), State and Federal reporting requirements, rules and regulations for intercollegiate sport teams and related activities.
2. Oversees all athletic activities, on or off campus. Attends athletic home and away games and activities when schedules do not conflict, and act as the game administrator.
3. Coordinates master athletic calendars; oversees and approves the scheduling for athletic teams, including verifying the number of competitions and travel budgets.
4. Promotes and coordinates Athletic programs and services; arranges for the development of promotional materials and college publications; coordinates with the Public Information Officer to provide athletic news releases; ensures accuracy of print and online publications related to the area of responsibility.
5. Oversees the design and development and daily updating of the athletic department website. Keep online schedules, results, rosters, and related information up to date. Ensure the adherence to logo and artwork standards.
6. Directs, develops, implements and supervises the personnel and the administration of the athletic program, including the hiring, training and evaluation of coaches and staff. Supervises athletic trainers and support staff to ensure equipment and facilities are maintained to the highest standards.
7. Oversees and updates the athletic coach's manual; develops and coordinates the annual coach and student athletic orientation.
8. Orients and trains new coaches; provides non-evaluative feedback, guidance, and mentorship to coaches to assure proper conduct of student athletes and coaches at athletic events.
9. Collaborates with the Vice President of Academic Affairs (or their designee) to schedule the required Athletics' academic courses, coach/faculty assignments, faculty/coach evaluations, and instructional load of all full- and part-time athletics faculty/coaches.

10. Reviews and approves all athletic schedules, conference requests, supply and equipment orders in collaboration with Academic Affairs and in accordance with district policies and procedure.
11. Oversees the use and maintenance of athletic facilities and equipment as it pertains to athletic events or events sponsored by athletic teams as fundraisers; recommend policies for student and community use of facilities.
12. Manages, administers, and/or recommends student athlete discipline in accordance with the CCCAA, district, and student code of conduct. Develops and/or provides information on a variety of student services and programs available to support student athlete success and support health and safety.
13. Prepares and presents student athlete success program information, such as retention, persistence, success, enrollment, and transfer to shared governance committees, Faculty Senate, parents, outside groups, and the Board of Trustees as needed.
14. Ensures the academic progress of athletes and provide coordination and supervision for academic support programs, prepare, directs and reviews home contests.
15. Conducts various eligibility and staff meetings; understand and applies Commission on Athletics (COA) and National Collegiate Athletic Association (NCAA) rules, and Federal gender equity requirements (Title IX).
16. Coordinates with student services, especially the athletic counselor, to ensure athletes academic success and the college complies with policies, procedures and requirements. Responsible for all aspects of athletic eligibility.
17. Develops, monitors, supports and implement external fundraising, marketing, and public relations activities in coordination with the Foundation.
18. Develops, prepares, submits, administers, monitors and reviews annual program budgets for athletics, including budget requests for equipment, supplies and personnel; and approves timekeeping records and requisitions.
19. Supervises and evaluates the performance of assigned staff; interview and participate in selecting employees; trains, counsels and disciplines personnel according to established policies and procedures.
20. Evaluates the viability of existing and potential new/emerging athletic programs and makes recommendations as to the continuance and/or addition of athletic programs.
21. Coordinates with other departments on the operational requirements of athletics on campus. Updates athletic schedules including practice and game use of facilities in a timely manner and collaborates regularly with the Facility Rental department about the use of athletic facilities.
22. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Higher education organizations and structures, and athletic program administration.
2. Rules and regulations adopted by the California Community College Athletic Association (CCCAA) for intercollegiate sports teams and related activities, as well as National Collegiate Athletics Association (NCAA) policies.

3. District Safety procedures.
4. Concepts of student learning.
5. Budget preparation and control.
6. Principals of leadership, teamwork and collaboration.
7. Interpersonal communication skills using tact, patience, and courtesy.
8. Principles of supervision, training and performance evaluation.
9. District rules and regulations, mission and goals.

Skills and Abilities to:

1. Plan, organize, develop, direct, and evaluate the programs, activities, and services that meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the College in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt effective courses of action.
7. Plan and organize work to meet schedules and timelines.
8. Work independently with little direction.

Education and Experience:

1. Master's degree or equivalent from an accredited institution
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identify, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desired Qualifications:

1. Two (2) years of college level head coaching experience.
2. A combination of experience in community outreach, fundraising, promotions and college-level instruction in a related area is preferred.

3. Experience in coaching techniques and procedures, sports administration,, budget development including preparation, monitoring and maintaining financial sources and the ability to develop and implement a variety of fundraising strategies;

Working Conditions:

1. Typical office environment.
2. Travel to visit external event sites.

Board Approved: 6/10/2025

Salary Range: M-26

EEO Category: 2B1 Executive/Administrative/Managerial