**Position:** 4618–m–02–13  
**Opening Date:** March 22, 2013  
**Closing Date:** April 8, 2013

**College of the Sequoias Community College District**  
915 S. Mooney Blvd.  
Visalia, CA  93277  
(559) 730-3867

**WEB:** www.cos.edu

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**Description of Position**

Under the direction of the Vice President, Academic Services, the Associate Dean, PE/Athletic Director is responsible for overseeing the curriculum, functions and activities of the Physical Education Division that enhance student success. Provides the overall leadership and management of the intercollegiate athletics program within the policies, procedures, and guidelines established by College of the Sequoias, the Central Valley Conference, the California Community College Athletic Association (CCCAA), the National Collegiate Athletic Association, the Big 8, Bay Valley Conference and the Northern California Football Association.

**Representative Duties**

**Associate Dean of Physical Education**

- Provide leadership, supervision and administrative direction to all functional areas of responsibility.
- Direct, supervise and evaluate assigned academic and classified staff.
- Responsible for the development of the instructional class schedule for assigned division.
- Prepare, monitor, and recommend an annual budget for assigned Academic Services component of the college and approve and monitor fiscal expenditures for all programs within the areas of responsibility.
- Administer the review and evaluation of the Academic Services programs and make appropriate recommendations for change or improvement.
- Recommend and implement approved plans and policies to facilitate and improve the operations and programs of Academic Services.
- Work cooperatively with college staff, coordinators, managers and administrators to achieve established goals and objectives for all programs within the Division.
- Stay up to date and keep informed of instructional technology.
- Develop and generate data and reports related to Academic programs.
- Develop and maintain additional Academic Services at off-campus locations as necessary.
- Make recommendation to the Vice President of Academic Services regarding outreach and recruitment programs.
- Interpret College policy and administrative decision to those employees under your supervision.
- Prepare and present governing board matters, reports, and actions items related to areas of responsibility.
- Coordinate program review and program planning for areas of responsibility; participate in and support the Accreditation process.
- Represent the college in District and State-level activities related to Academic Services Operations.
- Serve on committees as assigned.
- Provide leadership toward a dynamic curriculum through the planning, development and implementation, and evaluation of instructional courses and programs.
- Assume other duties normally associated with management.

**Director, Athletics**

- Develop, direct, and supervise the activities of men’s and women’s intercollegiate athletics.
- Organize the athletic department to achieve maximum efficiency in the utilization of staff, funds and facilities.
• Prepare and manage the annual budgets and monitor department expenses in a fiscally responsible manner.
• Provide leadership in attaining the objectives of Title IX and Gender Equity.
• Develop and implement an effective marketing and promotions program.
• Integrate the role of intercollegiate athletics with the College’s mission by maintaining academically and ethically sound programs.
• Serve as technical representative in verifying eligibility and compliance with enrollment for student athletes. Provide technical expertise and leadership in the specialized area of eligibility.
• Represent the College with the Central Valley Conference, Northern California Football Association and the California Commission on Athletics.
• Plan and coordinate fund–raising activities necessary to supplement general fund resources.
• Act as the official media contact for the department.
• Coordinate all home athletic events, including the preparation of facilities, equipment, officials, and game personnel (announcers, timers, public address, ticket sellers, security, concessions, etc.)
• Represent the College and the athletics program at conference and state athletic meetings and to the community, other schools and organizations regarding the athletic program.
• Participate in the selection, supervision and evaluation of athletic coaches and support staff.
• Conduct regular meetings and training to promote strict adherence to conference and state athletic rules, regulations and codes.
• Coordinate the use, maintenance and security of equipment and facilities.
• Recommend district and college policy governing intercollegiate athletics.
• Implement federal, state and local policy and procedures governing intercollegiate athletics.
• Prepare local, state, and federal reports and coordinate athletic conference program review.
• Supervise home athletic contests and designated away events.
• Attend events at off–campus sites and events that are scheduled for days, evenings or weekends.
• Coordinate the curriculum, activities and functions of intercollegiate athletics with the Division Chair, Physical Education and other college staff as appropriate.

Desirable Qualifications

• Community college experience in academics as an instructor and/or administrator.
• Experience in athletics as a community college coach or administrator.

Licenses and Other Requirements

• Valid California driver’s license.
• An incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed in this class by the College of the Sequoias.

Working Conditions

Environment:
• Indoor work environment.
• Multi-project, fast paced office environment; able to meet concurrent deadlines.
• Athletic environment; gymnasium, locker rooms, and ball fields.
• Subject to seasonal heat and cold or adverse weather conditions.
• Travel from site to site, i.e. athletic events.

Physical Abilities:
• Ability to communicate with students/employees/public.
• Ability to read documents.
• Ability to sit and stand for extended period of time.
• Ability to reach in all directions.
• Ability to lift and carry moderately heavy objects.
• Ability to operate a computer keyboard.

Hazards:
• Occasional interaction with abusive coaches, team players, and audience; accidents associated with athletic contests, i.e., stray balls, bats, etc.

Conditions of Employment

• Annual starting salary will be between $88,351 and $118,400 (Management Salary Schedule, Range 28). Salary placement is to be commensurate with education and experience.
• Minimum 5% increase if promotion.
• Medical / dental / vision insurance program for employee and dependents.
• Retirement benefits.
• Employee life insurance ($100,000) is provided.

Education and Experience

Any combination of education and experience equivalent to:
• Master’s degree in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR bachelor’s degree in any of the above AND master’s degree in any life science, dance, physiology, health education, recreation administration, or physical therapy.
• One year of formal training, internship or leadership experience reasonably related to the administrator’s administrative assignment.
• Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.
**Screening Procedure**

Only completed application material will be evaluated by a qualified screening committee. A selected group of candidates will be invited for oral interviews. Meeting the minimum qualifications does not assure the candidate an interview. Applications will be evaluated, taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

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**Application Procedure**

Applicants **must** submit the following materials to Human Resources by:

**April 8, 2013 by 4:30 p.m.**

- Application for Academic or Administrative Service.
- Diversity Statement (included in application packet).
- Statement which addresses how the applicant’s experience and/or education enables him/her to be able to perform the Duties and Responsibilities.
- Current resume.
- Transcripts—Copies of transcripts of college/university work may be sent with the application package. Official transcripts are required for employment.
- Three letters of recommendation.

**Send to:**

Linda Reis  
(559) 730-3867  
LindaRei@cos.edu  
Human Resource Services  
Position 4618–m–02–13  
College of the Sequoias  
915 S. Mooney Blvd.  
Sequoia Building, Room 5  
Visalia, CA 93277

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**Notice to all candidates for employment**

“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”