

**Athletic Director
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=247365>

Downloaded On: Nov. 1, 2024 6:20pm

Posted Oct. 21, 2024, set to expire Nov. 14, 2024

Job Title Athletic Director
Department Director
Institution Cerritos College
Norwalk, California

Date Posted Oct. 21, 2024

Application Deadline 11/14/2024
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Athletic Director

Salary: \$138,864.00 - \$174,660.00 Annually

Job Type: Full Time

Job Number: Athletic Director-24

Closing: 11/14/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: Athletic Director-24

Division: Kinesiology

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on November 14, 2024 at 11:59 PM.

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The athletic department operates within the Division of Kinesiology and provides athletic competition within the 3C2A for 19 intercollegiate athletic programs. Currently there are 10 female and nine male sports, including football and wrestling. Approximately 500 male and female student athletes participate annually. This position will work with two other full-time athletic trainers and various part time staff to provide service to the program.

Summary

Under the supervision of the Dean of Kinesiology, the Athletic Director administers, plans, develops, organizes, coordinates, directs, reviews, and evaluates the Cerritos College athletics program and initiates program improvements as necessary.

Distinguishing Career Features

The Athletic Director is a management position that reports to the Dean of Kinesiology. This position assists the Dean as assigned, in providing leadership to develop, organize and implement the division's goals and objectives. This position also provides leadership and direction assists the Dean as

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needed in planning, developing, organizing, scheduling, directing, improving and evaluating the college's athletic program, curriculum and related student support services. This position keeps the athletic program compliant with local, District, State and federal regulations and requirements.

Job Duties

Essential Duties and Responsibilities

- Implements and guides all aspects of the athletic program in a manner to maintain compliance to the district, the 3C2A and other governing bodies.
- Attends athletic home games/events/competitions and act as, or designate, the game administrator; serve as liaison with State and conference organizations related to athletics; interface with the community in matters of community relations and affairs associated with Cerritos College athletics; attends all home and away football games.
- Arrange, organize, develop and/or administer various for athletic events; advise and inform other college personnel when planning programs and services for student athletes and athletic activities.
- Promote and coordinate Athletic programs and services and arrange for the development of promotional materials and college publications; coordinate with the Sports Information Publicist to provide athletic news releases; ensure accuracy of print and online publications related to the area of responsibility.
- Oversee and update the athletic coaches manual.
- In collaboration with the Dean of the area, review and approve all athletic schedules, conference requests, supply and equipment orders, to ensure that they meet the district policies, procedure, mission and values.
- Coordinate master athletic calendars; oversee and approve the scheduling for athletic teams, including verifying the team has the right number of competitions and that they are within travel budgets.
- Supervise and coordinate classified staff in the division to support athletic programs, in areas such as, but not limited to, event set up, supervision, take down, as well other items essential to program success. This could also include the evaluation of classified staff directly assigned.
- Supervise and coordinate use of athletic facilities as it pertains to athletic events or events sponsored by athletic teams as fundraisers; recommend policies for student and community use of facilities; in collaboration with facility operations, order and oversee the ongoing maintenance of program equipment and athletic facilities.
- Develop, write and edit required documentation for Title IX compliance, district, and 3C2A athletic program compliance, such as, but not limited to, the annual Equity in Athletics Disclosure Act (EADA), 3C2A, Gender Equity Form R-4, team eligibility report R-1, department mission, diversity

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and gender equity statements.

- Attends conference meetings, regional and national meetings and all other relevant or required meetings.
- Manage, administer, and/or recommend student athlete discipline in accordance with the 3C2A, district, and student code of conduct. Develop and/or provide information on a variety of student services and programs available to support student athlete success and support health and safety.
- 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.
- In coordination with the Dean of the area, develops, monitor, support and implements external fund-raising opportunities, marketing, and public relations activities.
- Assist in the design and development of the athletic department website. Assist in the adherence to logo and artwork standards.
- Develop, prepare, submit, administer, monitor and review annual program budgets for athletics and the Associated Student body, including budget requests for equipment, supplies and personnel; and approve timekeeping records and requisitions.
- Recommend acquisition, maintenance and use of athletic-related equipment; and maintain an equipment-replacement plan; maintain adequate records and controls to assure that athletic expenditures and operations remain within established budget limitations.
- Orient and train new coaches; provide non-evaluative feedback, guidance, and mentorship to coaches to assure proper conduct of student athletes and coaches at athletic events.
- Maintain a professional, supportive, service oriented, and evaluative environment. Manage and resolve employee and student conflicts and issues.
- Participate in selecting, recommending for hire, training, supervising, and evaluating the performances of all coaches and other personnel assigned to the athletics department.
- Supervise classified staff, such as, the athletic eligibility specialist, sports information, publicist equipment specialists, and athletic trainers, as well as work closely with the academic counselor to provide and develop of student success programs.
- Assist in the scheduling, coordination, and approval of college vehicles for athletics travel, and other district procedures.
- Serve as a resource and liaison for the college community on issues of athletics programs and promotion, which may include classroom presentations, resource material development, committee membership, and staff/faculty professional development activities.
- Participate on committees, task forces, and in special assignments.
- Maintain currency of knowledge and skills related to the duties and responsibilities. Monitor and adhere to 3C2A constitution and bylaws, sports handbooks, 3C2A legislation, new State

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Education Code regulations, NCAA, and other State guidelines to determine athletic program impact.

- Perform other related duties as assigned.

Minimum Qualifications

Minimum Qualifications in Education and Experience

- Master's in physical education, exercise science, sports management, athletic administration, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, educational leadership, or physical therapy OR the equivalent. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- One year of experience serving in an administrative/leadership capacity within a collegiate athletic program. Experience working with coaches and/or faculty.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.

Preferred Qualifications

Experience as an Athletic Director at Community College level and/or collegiate level.

Experience with 3C2A constitution and bylaws

Experience supervising a variety of faculty and staff

Experience managing or planning a budget

Experience in athletic compliance

Experience with student success, retention and transfer

Supplemental Information

Knowledge, Skills, and Abilities

This position requires professional knowledge of:

- California Community College athletic programs.
- Applicable District policies and local, State and federal laws, codes and regulations.
- Knowledge of 3C2A eligibility rules and compliance.

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- Best practices in athletic and implementation
- Intercollegiate athletic leadership including supervision of coaching and professional staff.
- Athletic sporting programs with respect to planning, equipment, compliance issues, and facility needs.
- Community relations and external resource development.
- Budget preparation and management.
- Basic data collection and analysis related to student learning outcomes, retention, and success.
- Community relations and external resource development.
- Computer systems and software applications related to assigned instructional division.
- Organizational and management practices

This position requires demonstrated skills and abilities to:

- Communicate effectively; demonstrated excellence in oral, written, and interpersonal communications required.
- Attention to detail and proven leadership experience.
- Work independently with little direction.
- Demonstrate strong work ethic.
- Adapt to changing work demands.
- Prepare and maintain a variety of records and reports.
- Proven ability to work with a diverse faculty, staff, and student population.
- Ability to work a flexible schedule, including evenings, and weekends.
- Exceptional collaborative leadership skills to work with multiple departments throughout the college to ensure the success of student athletes.

Physical Abilities

This position requires the physical ability to:

- Work indoors and outdoors primarily engaged in work of an active nature, moving around locations requiring sufficient physical stamina to carry out duties both on and off-campus locales.
- Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range (within a few feet of the observer) in order to read, recognize printed materials, and computer screen.
- See with sufficient near and far visual acuity (correctable 20/20 vision and color recognition) to observe moving objects, recognize physical injuries, and read printed materials with or without accommodation.

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- Constantly operate standard office equipment including but not limited to a computer, printer, and copy machine.
- Project voice over distances and background noise with or without accommodation.
- Requires the ability to lift, push, and pull objects of light-to- moderately heavy weight (less than 50 lbs.) on an occasional basis with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Licenses and Certificates

Requires a valid driver's license. Requires a First Aid and Basic Life Support or Professional CPR certificate.

Working Conditions

May work in an office, gymnasium, and/or outdoors. Since work environments may vary, the noise level can be low to very high depending on the student population and activities. This position may be stationary at times. This person frequently communicates with employees, students and community. Must be able to exchange accurate information in these situations. The employee is regularly exposed to outdoor weather conditions (cold, wet and humid) and/hot or humid gymnasium environment(s). The employee may be exposed to bloodborne pathogens. Travel and evening and weekend hours are often necessary to attend sporting events. Work a flexible schedule which may include evenings, weekends, and split schedules.

Salary/Fringe Benefits

Grade 32 on District Management Salary Schedule (\$11,572.00 - \$14,555.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

An annual stipend of \$4,023 shall be provided to management employees with an earned doctorate degree.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum

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requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time 12-calendar month classified manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

This position has a variety of traditional and non-traditional hours required as part of the 3C2A and the district. Traditional hours are typically 8:00 am to 4:30 pm. In addition, there are additional hour, that would be considered more non-traditional that could include nights and weekends. There are also times that this position will travel with athletic teams to provide supervision and support.

Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; [Cerritos College - Chapter 2 - Board of Trustees](#). Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's [COVID-19 webpage](#).

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be available to work on site and be able to provide proof of California residency prior to employment.

**** Please note - the District does not provide for immigration sponsorships such as H1B Visas**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

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It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Documents needed to apply:

1. Cover Letter
2. Resume/cv
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4669382/athletic-director>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Director
Cerritos College

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