

Director, Football Operations
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268498>

Downloaded On: Nov. 19, 2025 2:28pm

Posted Nov. 19, 2025, set to expire Dec. 17, 2025

Job Title Director, Football Operations
Department Kinesiology Health & Athletic
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Nov. 19, 2025

Application Deadline 12/17/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Director, Football Operations

Rancho Santiago Community College District

Salary Range: Grade F: \$134,982.92 - \$180,872.79

Job Type: Full Time

Job Number: CL25-01295

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Location: Santa Ana, CA

Division: SAC Kinesiology Health & Athletic

Closing: 12/17/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

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The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

Position Overview

Under the general direction and supervision of the Associate Dean of Athletics, the Director of Football Operations is responsible for leading and managing all aspects of operating the Santa Ana College (SAC) Football program. This includes supervision, recruitment, player development, practice and game plan preparation, scheduling, team management, fundraising, budget planning, equipment, facilities, academic and athletic success, and all aspects of football operations. The director will also be responsible for fostering a positive team culture, emphasizing student-athlete academic success, and ensuring compliance with the conference and California Community College Athletic Association (3C2A) rules and regulations.

Essential Duties and Responsibilities

The duties listed below are essential for this position and illustrate the 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 this class.

1. Develop and implement effective training programs, practice schedules, and game strategies.
2. Provide leadership and motivation to student-athletes on and off the field.
3. Analyze player performance and conduct regular assessments to maximize individual and team development.
4. Identify, recruit, and retain student-athletes and support and develop them in their academic and

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athletic endeavors.

5. Cultivate relationships with high school coaches, prospective student-athletes, and their families.
6. Cultivate relationships with four-year college coaches to enhance transfer opportunities of student athletes as well as transfers from four-year institutions to SAC.
7. Manage the football program's budget, including equipment, travel, and team expenses.
8. Oversee and coordinate all logistical details related to games, practices, and team events.
9. Work collaboratively with athletic administration, support staff, and other coaches to further the overall goals of the department.
10. Foster the academic success of student-athletes, ensuring they adhere to the institution's academic standards, and make progress towards completion and transfer.
11. Assist student athletes in their four-year college recruitment goals.
12. Mentor student-athletes in their personal, athletic, and academic development.
13. Promote a culture of integrity, sportsmanship, and respect among student athletes and staff.
14. Maintain current knowledge of 3C2A and conference regulations.
15. Oversee and ensure adherence to all rules and regulations set by the college, conference, and the 3C2A.
16. Complete required training and reporting related to compliance and eligibility.
17. Represent the football program in a positive manner to the college community, alumni, media, and the public.
18. Serve as Co-Chair of Athletics Hall of Fame Committee; lead fundraising efforts to support SAC Football and Athletics in general.
19. Collaborate with college programs in campus-wide recruitment and outreach initiatives and activities.
20. Engage in community service projects and encourage student-athlete involvement.
21. Assist with games management duties at Athletics contests.
22. Prepare a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile sport program statistics and reports as required.
23. Cultivate and contribute to an atmosphere of collegiality and supports the goals of participatory governance.
24. Perform other duties assigned that support the overall objective of the position and the College and District's mission and philosophy.

Knowledge and Abilities

Knowledge of:

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1. Applicable laws, codes, regulations, policies, and procedures, including 3C2A, conference, and Title IX rules, regulations, and bylaws.
2. Operations, services and activities of an intercollegiate sport program.
3. Methods and techniques of leadership and management.
4. Public relations principles and techniques.
5. Interpersonal skills, using tact, patience, and courtesy.
6. Educational and tutorial programs.
7. Budget preparation and control.
8. Effective and concise verbal and written communication skills.
9. English usage, spelling, grammar, and punctuation.
10. Principles and practices of administration, supervision, training, and evaluation.
11. Leadership, team building, motivation, and conflict resolution principles.
12. Operation of a computer and assigned software.
13. Facility maintenance, use, planning and safety regulations.

Ability to:

1. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
2. Plan, organize, control and direct intercollegiate sport program activities.
3. Recruit and retain quality student-athletes from diverse backgrounds.
4. Travel frequently for recruitment, games, and events.
5. Demonstrate football techniques.
6. Establish and maintain cooperative working relationships with college and district personnel, vendors, professional colleagues and representatives from various outside agencies.
7. Communicate effectively both orally and in writing.
8. Interpret, apply, and explain rules, regulations, policies, and procedures.
9. Interpret and apply a wide range of 3C2A, conference, and departmental policies and regulations.
10. Commit to the academic and athletic success of student-athletes.
11. Develop and implement procedures that improve efficiency and ensure compliance with policies and regulations.
12. Analyze situations accurately and adopt an effective course of action.
13. Oversee, direct, and coordinate the work of assigned staff.
14. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.?

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QUALIFICATIONS

Education and Experience:

Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, and one year of formal training or leadership experience reasonably related to the administrative assignment.

Desirable Qualifications:

Master's degree from an accredited institution in Kinesiology, Physical Education, Exercise Physiology or related field, OR bachelor's degree in any of the above and a master's degree in any life science, physiology, health education, or physical therapy; five years football coaching experience at the collegiate or significant high school level, or combination of both; two years of experience supervising personnel.

Physical Requirements:

Ability to work extended hours, including evenings and weekends, as required; ability to travel frequently for recruitment, games, and events.

Work Environment:

Work primarily takes place in a field, office, or gymnasium setting; regular exposure to outdoor weather conditions during practices and games.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing

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date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (Unofficial copies of undergraduate, graduate, and post-graduate transcripts).

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

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Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical

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disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran or military status, or political or organizational affiliation.

RSCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional employment offer is made to you. After making a conditional offer and running a background check, if RSCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5143504/director-football-operations>

Contact Information

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

Contact

Kinesiology Health & Athletic
Rancho Santiago Community College District