

JOB TITLE: Athletic Director

DEPARTMENT: Athletics

LOCATION: Main Campus

REPORTS TO: Vice President, Student Development

FLSA: Exempt

LEVEL: 206

DATE: 4/24/24; 4/26/23; 6/15/21

POSITION SUMMARY: This position will provide leadership and organization to the college's athletic programs. Responsibilities will include managing and maintaining compliance with all rules and regulations involving the college athletic program.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Minimum qualification of a master's degree in sport management or related field; supervisory experience; First Aid/ CPR Certification required; experience working with NJCAA athletic program.

ESSENTIAL FUNCTIONS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Develop and prepare the budget for the college's athletic programs.
- Serve as Title IX Compliance Officer for intercollegiate athletic programs.
- Hire, train and supervise all staff, coaches, and assistant coaches for the college athletic programs.
- Provide leadership in oversight and evaluation of the college's athletic programs.
- Make recommendations for the improvement and maintenance of the athletic facilities and equipment.
- Work with college relations department and local media to promote the athletic programs at the college.
- Hire officials; develop a schedule of practice sessions for the athletic teams; schedule team contests as necessary.
- Assist coaches in monitoring the academic progress and eligibility of student athletes.
- Maintain compliance with NJCAA rules and regulations as stated in the NJCAA handbook.
- Supervise home athletic events, inasmuch as possible, promoting safety, sportsmanship, appropriate conduct and good public relations. Arrange for security personnel at home sporting events, as appropriate.
- Develop and implement a recognition program for student athletes, coaches, and athletic programs.
- Serve in leadership roles in the conference and region to better represent the athletic program.
- Maintain athletic website with current information for the public.
- Use updated software for data collection methods for physicals and insurance.
- Bid and purchase insurance accident and catastrophic insurance policies for the athletic department.
- Coordinate athletic training service provider and communicate injury claims with insurance provider.
- Arrange transportation and approve individual sport travel schedules to stay within budgeted amounts.
- Host post season tournaments on campus and hire appropriate personnel.
- Oversee student worker positions for field maintenance and game day scoreboard operations.
- Serve as a member of the Student Development leadership team to develop and execute change management and process redesign initiatives that will lead to operational efficiencies.
- Create and foster a team environment where staff members are encouraged to develop and grow by being given opportunities for training, event coordination, project management, data analysis, or other areas of expertise.
- Plan, lead, and provide guidance on human resource activities, such as hiring, performance evaluations, disciplinary actions, and other staff-related concerns.
- Leads in the development and maintenance of comprehensive manuals that outline policies and procedures related to departmental operations.
- Leads the assessment efforts related to Student Learning Outcomes, regional and national standards.
- Review, leverage, and interpret data to meet established standards in service levels, staff productivity, and quality assurance.
- Facilitate a yearly student voice collection strategy and use results to implement improvement(s) to department practice.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).

- Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; understanding of and commitment to the community college philosophy and mission; ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices; ability to plan, organize and implement multiple tasks effectively; effective planning and organizational skills. Knowledge of NJCAA guidelines; ability to objectively evaluate physical performance and mental capabilities related to the intercollegiate athletic program; knowledge of intercollegiate athletics, rules and regulations of athletic associations and conferences; ability to interpret policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems; knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; budget management skills; ability to read and interpret departmental documents; ability to write routine reports and correspondence.

LEADERSHIP and COMMUNICATION SKILLS: Excellent oral and written communication skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; ability to interact effectively with diverse student populations and a wide variety of co-workers; well-developed public speaking and presentation skills; effective telephone skills; comply and enforce policies, procedures, and instructions.

DECISION-MAKING and ANALYTICAL SKILLS: Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; may be responsible for actions of others requiring development of procedures and constant decisions affecting subordinate workers, students, customers, clients, or others in the general public.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Colleague, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in gym or outdoor field, or office setting with frequent interruptions and distractions; some exposure to temperature changes; this position will also require a flexible work schedule, which may include evening and weekend hours.

Physical: Primary functions require sufficient physical ability and mobility to work in gym, outdoor field, or office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 20 lbs; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: Coaches; Assistant – Athletics, Fitness Center Assistant

SIGNATURES: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584- 6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*