POSITION PURPOSE

Reporting to the Dean of Instruction and Student Affairs for the supervision of the Physical Education and Human Performance Division and teaching duties within the division. The division includes departments of PE and Human Performance; Athletics; Dance; Intramural Activities; and Facilities Rental. The division dean is responsible for the vision, leadership, curriculum quality and class scheduling, personnel management and financial accountability of the division.

NATURE and SCOPE

KEY DUTIES and RESPONSIBILITIES

1. Personnel policies and practices in compliance with district, state and federal regulations.

2. Faculty assignments, faculty evaluations, and teaching load of all full- and part-time faculty with the approval of the Dean of Instruction and Student Affairs and in collaboration with the Dean of Instruction and Administrative Services.

3. Record keeping and reporting related to classes scheduled, personnel employed, students enrolled, income and expenses incurred, budgets required, and facilities and equipment needed.

4. Classified staff assignments as related to the accounting, clerical, secretarial and receptionist requirements of the Division.

5. The development of the annual division budget through a process of shared governance, which includes faculty and staff in the formulation of the division's principles, priorities, goals and objectives.

6. The management of all hiring of substitutes, part-time faculty, screening committees for full-time faculty and staff, and related duties in collaboration with appropriate college and district staff.

7. Curriculum development, revision, and course scheduling activities appropriate to established college procedures and standards.

8. All activities sponsored or promoted by the division, on or off campus, which have as a purpose a) fundraising, b) marketing and promotion, and c) public information and service, with the approval of the Dean of Instruction and Student Affairs and in collaboration with the Dean of Community Services, Development and Public Relations.

9. Saturday, summer, evening and extended campus classes, activities and programs in collaboration with the appropriate deans.

10. The faculty and staff in the division.

11. The formulations, revision of curricula and course outlines; division presentations and proposals to college, district and trustee groups as required or appropriate.

12. The Athletic Director in the preparation and expenditure of the Athletics budget, leadership and monitoring of the Athletics Program and coaching activities.
13. The Athletic Trainer and related programs in the Athletic Treatment Center.

14. The college deans in evaluation of personnel, recommendations for faculty appointments, tenure, promotion, dismissals, professional leaves, and other personnel and contract issues.

15. The Counseling, Student Activities and Student Government, Campus Center, Building and Grounds, Plant Services staff and other college departments on the operational requirements of the division.

16. With the Dean of Instruction and Planning, institutional research data related to student matriculation, student retention, transfer and degree achievement and future studies.

17. With the Dean of Counseling and Admissions, the advising, student services and enrollment management issues related to the division and its students.

18. With the Dean of Instruction and Technology, the technology and learning resources requirements of the division.

19. Agencies, advisory bodies, accreditation and athletic commissions on the standards, codes, compliance regulations and laws related to the division's programs, services, activities and facilities.

20. Represents the Division in an administrative capacity as assigned.

21. Supports, implements and promotes compliance with the District's Diversity Plan and Affirmative Action Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.

22. Assures compliance with the District's Injury and Illness Prevention Program by providing motivations, incentives and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.

EMPLOYMENT STANDARDS

Knowledge:

1. Quality principles of trust, teamwork and collaboration

2. Principles and practices of high education organizations and structures.

3. Principles of leadership, management and supervision.


5. Concepts and principles of student learning.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Implement concepts of shared governance.

3. Develop and implement strategic planning processes.

4. Communicate effectively orally and in writing.

5. Work effectively with diverse students, staff, faculty and administrators individually and as team members.
6. Interpret and apply rules, regulations, policies and procedures.

7. Represent and promote the interests of the division in the administration of the college and the district.

8. Provide leadership to a diverse group of faculty and staff.

9. Handle difficult and sensitive issues and problems and resolve conflicts.

10. Train, assign, supervise, evaluate and develop staff.

**Education and Experience:**

1. Implement concepts of shared governance.

2. Develop and implement strategic planning processes.

3. Communicate effectively orally and in writing.

4. Work effectively with diverse students, staff, faculty and administrators individually and as team members.

5. Interpret and apply rules, regulations, policies and procedures.

6. Represent and promote the interests of the division in the administration of the college and the district.

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**Working Conditions:**

1. Typical office environment.

Range: J
EEG-Category: H10