



## Position Description

<b>Position:</b> Dean, Physical Education, Health & Athletics	<b>Position Number:</b> M-_____
<b>Department/Site:</b> Instruction	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Vice President, Instruction	<b>Salary Range:</b> _____

### **General Description**

Under the direction and supervision of the Vice President of Instruction, the Dean of Physical Education and Athletics is responsible for the supervision, promotion, organization and coordination of the college's physical education instructional and athletic programs. Citrus College is a member of the Western States Athletic Conference and competes in 18 men's and women's sports, including football. This is a twelve-month educational administrator position with classroom retreat rights. The final candidate must qualify for a Citrus College Faculty Service Area.

### **Essential Duties and Responsibilities**

- Ensures compliance with district, state and federal regulations, including Title IX requirements.
- As directed, prepares class schedules and catalog information of assigned area.
- Ensures proper maintenance of all scheduled classes and office hours.
- Demonstrates leadership in long range planning and program review activities, faculty and staff development activities, program and curriculum development, the selection of departmental textbooks, equipment, supplies, and library materials and budget development and oversight.
- Assists in the selection and evaluation of departmental personnel.
- Conducts faculty orientations with new full time faculty before the beginning of each academic year and with adjunct faculty at the beginning of each semester.
- Manages resources as allocated to the assigned department.
- Monitors budgets for assigned departments.
- Follows progressive discipline measures as needed.
- Resolves level one grievances.
- Chairs a minimum of four scheduled division meetings each academic year and forwards the minutes to the Office of Instruction.
- Chairs appropriate advisory committees.
- Assists with the development of relevant facility improvements.
- In conjunction with the Instruction Office, pursues state, federal, corporate and other grant opportunities.
- Maintains work schedule of 40 hours per week to ensure availability to faculty and district.
- Assists in working collaboratively with relevant distance education staff.
- Resolves conflict.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.



## Position Description

- Possession of a Master's degree in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education **OR**
- Possession of a Bachelor's degree in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy or the equivalent.
- One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.
- Earned degree received from an accredited institution or an equivalent foreign institution by the screening date.
- Foreign transcripts transcribed in English and evaluated for U.S. equivalency by a bonfire evaluation service.
- Evidence of qualification for a current Citrus College Faculty Service Area.
- Evidence of the ability to work effectively with staff and students from diverse backgrounds.
- Evidence of the ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the instructional team.
- Evidence of willingness to embrace/promote the use of technology-mediated instructional techniques, including distance education.

### Preferred Qualifications

- Experience in a leadership role in an academic department environment at the postsecondary level.
- Evidence of willingness to promote flexible and creative instructional strategies, curriculum, and scheduling of classes.