



# El Camino College

## Part-Time Faculty Kinesiology / Men's & Women's Cross Country Head Coach



### ABOUT THE ROLE

The El Camino College District is now accepting applications for the part time position of Cross Country Head Coach and Kinesiology instructor. The primary assignment will be as the assigned Head Coach for the Men's and Women's Cross Country teams within the department of athletics. The assignment includes the in-season course and the off-season course. Duties include coordinating all aspects of practice and competition in the South Coast Conference, recruitment of high school athletes under the rules and regulations of the 3C2A. Also included is the advising and assisting student athletes in achieving stated academic objectives and transfer to four-year institutions. Coordinate off-season training; supervise team budgets and purchase of equipment, organization of fundraising, marketing and promotion as needed within the program.

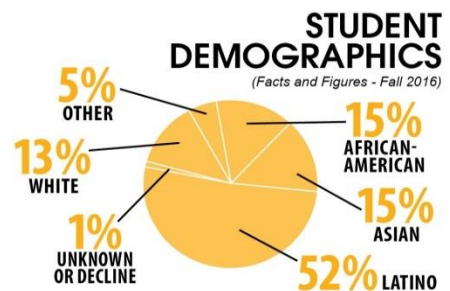
### MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.



## Part-Time Faculty Kinesiology/Men's & Women's Cross Country Head Coach

**Division:** Health Sciences & Athletics

**Posting Closing Date:** 1/3/2025

**Req:** A2425-019

**Position Type:** Part-Time

### REPRESENTATIVE DUTIES

Provide instruction, mentoring, and coaching to student athletes in the skills, techniques, and competitive strategies necessary for individual and team achievement of athletic standards of performance; evaluate individual and team performance and refine individual and team strategies throughout the season.

Assist in planning and scheduling competitions, tournaments, and events in collaboration with coaches within and outside of the conference and in concert with academic schedules, District policy, and California Community College Athletic Association (3C2A)/South Coast Conference regulations; distribute schedules to student-athletes, department personnel, and campus media personnel; collect and report subject sport statistics.

Establish and maintain safety standards to protect student-athletes, equipment, materials, and facilities; demonstrate techniques of movement and body mechanics that prevent injuries; provide immediate assistance to injured student-athletes; document injuries and submit record-keeping reports as required.

Create a positive atmosphere for the student-athletes; support academic progress, retention, and matriculation of student-athletes through mentoring activities; refer student-athletes to support services, programs, resources, and other professionals as appropriate; maintain confidential student-athlete information.

Assist with the recruiting process in compliance with 3C2A regulations to identify and attract promising student-athletes; provide referrals to prospective student-athletes to academic and student services as appropriate; maintain contact with prospective student-athletes and provide prompt follow-up to inquiries from potential student-athletes.

Assist in developing the subject sport team budget and managing expenses to ensure expenditures remain within approved funding levels; recommend purchase of equipment, supplies and uniforms for subject sport; assist equipment personnel in maintaining inventory records for equipment and apparel.

Ensure program compliance within the subject sports program with 3C2A regulations; establish and monitor effective procedures to ensure staff and student-athletes comply with such requirements; communicate the disciplinary or corrective consequences of violations as set forth in the provisions of enforcement procedures; report violations of regulations to the Athletic Director or Dean.

Promote interest and attendance at athletic events; assist in fund-raising efforts for the program.

Provide work direction to others.

Perform related duties as assigned.

Faculty assignments may include morning, afternoon, evening, or weekend hours. Dual enrollment, distance education, on-line or hybrid with required distance education certification assignments are voluntary. For faculty who are interested in teaching online or hybrid courses, completion of El Camino College's distance education certification process is required or submission of a waiver with evidence of prior certification to develop and teach quality online courses.

Faculty may participate in initiatives set forth by the College that support students to achieve their educational goals through collaborations with employers, advisory committees, industry/trade groups, universities, high schools, or other partnerships with related instructional disciplines.

## **REQUIRED QUALIFICATIONS**

### Education and Experience:

Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercises 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 or physical therapy; OR

The equivalent - Candidates not possessing the required qualification(s) as stated on this announcement must complete the Request For Equivalency Form as part of the application process to explain in detail how their qualifications are equivalent to those above; OR

Valid California community college instructor credential in appropriate subject issued prior to July 1, 1990 (per California Education Code 87355); AND

Evidence of responsiveness to and understanding of the racial, socio-economic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.

## **DESIRED QUALIFICATIONS**

Demonstrated successful university, community college or high school coaching experience.

Recent coaching experience, preferably at the collegiate level.

### Licenses or Other Requirements:

Valid California Driver's license

**CLOSING DATE:** FRIDAY, JANUARY 3, 2025 at 3:00 PM

El Camino College will be closed Monday, December 23, 2024 through Wednesday, January 1, 2025.

## **SALARY:**

Part-time faculty are compensated on a semester basis according to the number of class hours assigned per semester and on cumulative semesters of instruction for the District. The beginning rate is \$115.54-\$139.76 (lecture), \$84.54-\$105.91 (lab), per hour depending on education and experience.

## **CONDITIONS OF EMPLOYMENT**

This is a part-time position, temporary position for the spring semester, beginning February 15, 2025. Assignments may include off-site locations. Offer and acceptance of employment is subject to verification of all information

provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit a Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security Card upon hire.

## ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](#)

## TO APPLY

Applicants must submit the following documents by the closing date:

1. Online application: [https://elcamino.igreentree.com/css\\_academic](https://elcamino.igreentree.com/css_academic)
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts (PDF format only) as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

## FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

**El Camino College**  
**HR Service Partner**  
Martha E. Lopez  
310-660-3593, Ext. 5809  
[melopez@elcamino.edu](mailto:melopez@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

### **JEANNE CLERY ACT COMPLIANT**

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#), and all required statistical data. These publications include Clery crime statistics for the previous disability three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.*

### **EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*