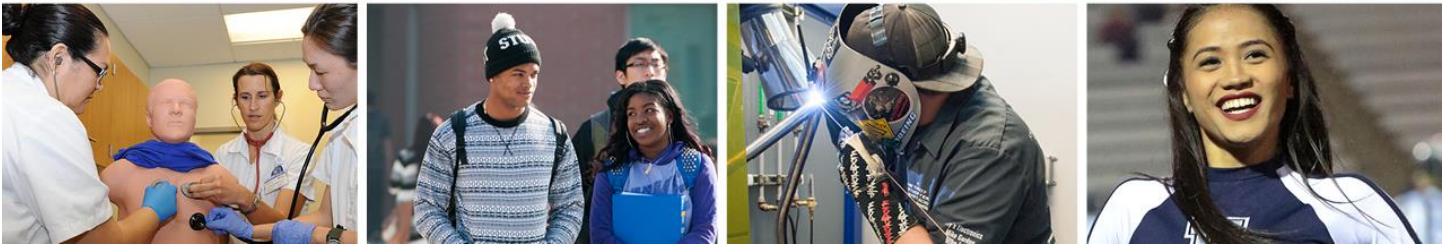




El Camino College

Director of Athletics



El Camino College seeks a visionary, innovative, strategic, passionate, and experienced Director of Athletics who will foster campus collaborations that support the next stage of growth and achievement for El Camino College.

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 approximately 25,000 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. El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students 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.

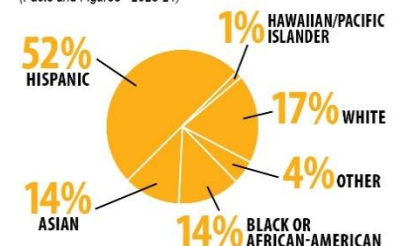
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College is equity-focus and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



DIRECTOR OF ATHLETICS

Division: Health Sciences & Athletics

Posting Closing Date: 04/09/2025

Req: A2425-030

Location: El Camino College

Position Type: Educational Administrator

KEY ROLES/RESPONSIBILITIES

Under direction of the Dean of Instruction, Health Sciences and Athletics, exercise direct leadership of the areas assigned providing functional supervision over assigned positions. Implement the department's vision and develop, organize and implement goals and objectives; plan, develop, organize schedule, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the Intercollegiate Athletics Program.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from the Dean of Instruction, Health Sciences and Athletics.
- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Job Description](#)

FUNCTIONAL RESPONSIBILITIES Job Level

1. Plan, organize, direct, and provide leadership for the programs and operations of the College's Intercollegiate Athletic Program within guidelines established by the College as well as pertinent rules and regulations of the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission on Athletics (CCCAA).
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures and programs; participate in long-range planning activities.

3. Work directly with faculty and staff to develop and maintain academic programs, curriculum, and schedules within the department that support student athletes to achieve their personal goals.
4. Oversee and participate in the development, administration and coordination of the Intercollegiate Athletic budget; assist the Dean with the development and management of the budget; participate in the forecast of funds; monitor and approve expenditures; requisition instructional supplies and capital outlay; implement adjustments.
5. Participate in the selection, assignment, training, and evaluation of assigned faculty and staff (i.e., head coaches, assistant coaches, athletic training personnel, athletic specialists, sports information specialists, Athletics Student Services Advisor, and other personnel associated with athletics.) Supervise assigned personnel in accordance with District policy; provide or coordinate appropriate training and professional development for staff. Provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive department. Review and evaluate work products, methods and procedures in collaboration with faculty and/or staff. Determine overall staffing needs, in consultation with supervisor, based on departmental goals and objectives.
6. Develop and recommend the athletic schedule(s), including transportation and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams and conditioning classes; provide administrative supervision at athletic events at District facilities and all football games.
7. Oversee the use of athletic facilities by outside groups. Participate and recommend appropriate maintenance and upgrades of athletic facilities.
8. Provide leadership for the College athletics programs; assist in student-athlete recruiting activities.
9. Serve in the capacity of the Dean of Health Sciences & Athletics in their absence as assigned.
10. Assume responsibility for the Intercollegiate Athletic Program's compliance with pertinent rules and regulations as well as Equity in Athletics Disclosure Act (EADA), and Title IX objectives. Conduct regular meetings and trainings to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes; interpret state and local legislation and athletic eligibility rules; assume responsibility for certification of athletic eligibility for all teams.
11. Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required. Maintain historical records of former student-athletes and athletic achievements.
12. Represent the District at local, regional and state meetings; attend athletic director and conference meetings as required. Maintain currency of state and conference decisions and effectively communicate decisions to coaching staff in a timely manner.
13. Coordinate publicity and Public Relations activities for the athletic program. Respond to public inquiries regarding the athletic programs and facilities.
14. Oversee athletic banquets and fundraising efforts in coordination with athletic coaches.
15. Supervise and coordinate annual athletic fundraisers, such as the Athletic Hall of Fame and the annual golf tournament.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics.
17. Manage all athletic trust accounts.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as

needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.

4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university in any field related to athletics, recreation, private and/or public management, and/or leadership development.

Experience: Three (3) equivalent years of full-time experience in a sports or athletic management position. A minimum of one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

Licenses or Other Requirements:

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

DESIRED QUALIFICATIONS

Desirable Education: Master's degree from an accredited college or university related to athletics, including kinesiology, athletic management, or related program.

Desirable Experience: Five (5) equivalent years of full-time experience in an increasingly responsible position in athletic management at an institution of higher education.

Knowledge/Areas of Expertise: Job Level

- Knowledge of the pertinent rules and regulations of the National Collegiate Athletic Association (NCAA), the California Community Colleges Commission on Athletics (CCCAA), and other relevant Federal, State, and local laws, codes and regulations.
- Operations, services, and activities of an intercollegiate athletics program.
- Principles and practices of program development and administration of an intercollegiate athletics program.
- Methods and techniques of leadership and management, particularly those relating to an intercollegiate athletic program.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Public relations principles and techniques.

Abilities/Skills: Job Level

- Listen and exchange information both verbally and in writing.
- Demonstrate tact, patience, and courteousness via interpersonal skills with others, including those who are dissatisfied or upset.
- Manage, direct, and effectively lead a comprehensive intercollegiate athletics program.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments as required.

- Develop, coordinate, and manage programs and services that align with the College’s goals and objectives.
- Identify and respond to sensitive organizational issues, concerns, and needs.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and present comprehensive, effective oral and written reports.
- Prepare and administer an operational budget.
- Interpret, apply and explain applicable Federal, State and District policies, laws and regulations related to assigned functions.
- Plan and organize multiple activities and tasks to meet schedules and time lines.
- Collaborate with faculty, administrators, staff, community representatives.
- Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
- Communicate effectively with individuals who are dissatisfied or upset.
- Establish and maintain effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

*The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. **Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

WORK ENVIRONMENT

Standard office, community and athletic settings. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

PHYSICAL DEMANDS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds..

CLOSING DATE: WEDNESDAY, APRIL 9, 2025 at 3:00 p.m.

SALARY: The starting salary range \$135,867 (Annually)

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$157,517 annually).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time administrative position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

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 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 \(maxient.com\)](http://www.maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

Retirement

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
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 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>

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.

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
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous 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 paper 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), disability (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.