Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to: Human Resources Office North Orange County Community College District 1830 W. Romneya Dr. Anaheim, CA 92801

DEADLINE FOR APPLICATIONS Application package must be received by 5:00 pm, March 13, 2015. Postmark will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS

The Hiring Committee will review applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.


Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The college recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students. Fullerton College – Excellence. Elevated.

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Fullerton College can be found on the web at www.fullcoll.edu.

NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, academically excellent, and committed to student success and lifelong learning.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion to basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2014-15 was $204 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.
ADMINISTRATION

THE POSITION

ATHLETIC DIRECTOR

JOB# FCM953

STARTING DATE

Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION

Under the direction of the Dean, Physical Education, the Athletic Director is responsible for the planning, organization and administration of the intercollegiate athletic program.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative of the position; the District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Administer, direct and supervise all aspects of the intercollegiate athletic program as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation and insurance.

Basic Function

Within a mutually agreeable time, as soon as possible after acceptance of the position, implement goals, objectives, policies and priorities for assigned activities, programs and operations, recommend and administer policies, procedures and programs; participate in long-range planning activities.

In collaboration with the Office of Admissions and Records, manage and monitor student athletic eligibility in accordance with state, conference, and District rules. Prepare and maintain all student athlete records; direct and gather, reporting, and analysis of the student-athlete statistics.

Ensure compliance with appropriate staff, schedule and supervise the use of appropriate intercollegiate athletic facilities and recommend improvement of the physical plant as necessary.

Ensure compliance with District, conference and state regulations with the recruitment and retention of student athletes. Establish an atmosphere that promotes student success and integrates intercollegiate athletics into the broader educational mission of the District and maintains high standards of performance and ethical conduct for faculty, staff, and students.

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.

Represent the District as an active member and participant at local, regional and state meetings; attend conference meetings for directors of athletics as required.

Coordinate publicity and public relations activities for the intercollegiate athletics program. Direct and review intercollegiate athletics web page content, as well as the appropriate use of other electronic social networking platforms to promote NOCCCD Athletics.

Plan, organize, manage and evaluate the work of assigned staff, develop, implement and monitor work plans to achieve assigned goals and objectives; contribute to development of and monitoring of performance against the annual department budget; participate in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and district goals, objectives and performance measures consistent with the District's quality and service expectations.

Provide day-to-day leadership and work with staff to ensure a high performance, customer service oriented work environment which supports achieving District objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution.

At least one year of formal training, internship or leadership experience reasonably related to the assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, faculty and staff.

DESIRABLE QUALIFICATIONS

Master's degree from an accredited institution in Physical Education, Exercise Science, Kinesiology, Athletic Administration or related field.

Minimum of three years of experience as a head coach or athletic administrator, preferably at the community college level.

Demonstrated success in planning, organizing, and leadership of college athletics operations.

Experience in budget planning and all aspects of management necessary for the operation of an intercollegiate athletics program.

Thorough knowledge of intercollegiate athletic programs with respect to rules, regulations, planning, equipment, compliance issues, and facility needs.

Experience and understanding of fundraising, community involvement, and public relations.

Demonstrated ability to communicate effectively in both written and oral communications.

Work cooperatively and constructively as part of a management team.

SALARY

The initial salary placement range is $107,762 - $136,354 annually, 12-month position, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #FCM953 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.

Complete application packages must be received at the Human Resources Office by the final filing date. For a complete application package to be considered complete: 1. Completed District Academic Application, 2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position, and 3. Resume describing educational background and work experience.