



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Associate Dean, Kinesiology and Athletics	Salary Range:	29
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Under the direction of the Dean, the Associate Dean, Kinesiology and Athletics is responsible for the leadership, planning, organization, and administration of the college's intercollegiate athletic programs. The Associate Dean ensures compliance with all governing rules and promotes equitable access, student success, and alignment with the educational mission of the District.

DISTINGUISHING CHARACTERISTICS

The Associate Dean, Kinesiology and Athletics is responsible for comprehensive oversight of men's and women's intercollegiate athletic programs, including strategic direction, program administration, student athlete support, athletic eligibility, compliance, risk management, scheduling, recruitment, budgeting, fundraising, external relations, public relations, facility usage, hiring, and staff supervision.

The Associate Dean, Kinesiology and Athletics serves as the public and administrative representative of the athletic program within the college, district, conference, regional/state associations, and national associations.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Program Administration and Oversight

1. Administers, directs, and supervises all aspects of the intercollegiate athletic programs, including schedules, eligibility, physical examinations, equipment, transportation, and insurance.
2. Manages budget planning, game operations, and athletic facility rentals in support of men's and women's programs.
3. Fosters a culture within the athletic department that supports student-athlete retention, academic success, and transfer.
4. Recruits, hires, manages, supervises, trains, mentors, and evaluates all coaches and other athletic department personnel.
5. Coordinates and supervises athletic facility use; recommends facility improvements and coordinates facility maintenance.
6. Monitors athletic eligibility, compliance, and is responsible for self-reporting 3C2A infractions; updates and maintains student-athlete records and reports.

Compliance and Policy Management

7. Ensures compliance with 3C2A, NCAA, conference, and District rules and procedures.
8. Conducts regular meetings and training to promote adherence to athletic regulations, including Title IX and eligibility guidelines.
9. Oversees recruitment and retention of student-athletes in compliance with established rules.



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10. Develops, implements, and evaluates program goals, policies, and procedures.
11. Prepares annual EADA (Equity in Athletics Disclosure) Report in accordance with federal law. Prepares all other mandatory reports as required by 3C2A bylaws, state law, and federal law.

Staff Leadership and Development

12. Plans, organizes, and evaluates the work of athletic staff and coaches.
13. Provides orientation, training, mentorship, and professional development opportunities.
14. Creates a high-performance, service-oriented work environment aligned with District goals.

Community Engagement and Public Relations

15. Represents the college at conference, regional, statewide, and national athletic meetings.
16. Develops and coordinates publicity, branding, marketing, and special events including content for athletic web pages and the use of digital/social media.
17. Develops and coordinates fundraising campaigns, revenue generating opportunities, events, sponsorships, and donor solicitations for the department and individual athletic teams.

Technology and Student Success

18. Prepares statistical, financial, and narrative reports related to athletic operations, student outcomes, and compliance.
19. Learns and applies emerging technologies to enhance program effectiveness.

Diversity, Equity, and Inclusion

20. Promotes diversity, inclusion, and equity in all aspects of athletic programs and staffing.
21. Provides leadership in District and College efforts to increase diversity, close equity gaps, and foster inclusive environments.
22. Supports the success of a diverse student and employee population through interculturally competent and equity-minded leadership.
23. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

24. Organizes, attends, and/or chairs meetings, serves on committees, and coordinates efforts with other college departments.
25. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.



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MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree in a Physical Education, Kinesiology, Exercise Science, Athletic Administration, or related discipline; **AND**
- Four (4) years of formal training, internship, or leadership experience reasonably related to the assignment.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Three (3) years of experience as a head coach or athletic administrator.
- Management experience related to athletic programs in an educational environment.
- Demonstrated equity-minded approach in leadership, with a record of creating inclusive educational and athletic environments. Experience in creating inclusive, welcoming work and educational environments.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of District organization, operations, policies, and objectives.
- 3C2A, NCAA, and conference athletic rules and regulations.
- Knowledge of Principles of coaching, student development, and athletic program management.
- Knowledge of Title IX regulations and equity in sports.
- Knowledge of budget development and management.
- Knowledge of state reporting systems and eligibility tracking.
- Knowledge of intercollegiate athletics within the California community college system.
- Knowledge of District organization, operations, and policies.
- Knowledge of principles of staff supervision, evaluation, and training.
- Knowledge of public relations, fundraising, and event promotion strategies.
- Knowledge of correct English usage and standard recordkeeping.
- Knowledge of appropriate technology applications including databases, spreadsheets, web content, and social media platforms.
- Knowledge of federal and state regulations related to student services, such as the Federal Educational Rights and Privacy Act (FERPA).
- Knowledge of student information systems, management information systems,



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databases, and data management practices.

- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Program leadership, planning, and organization.
- Leadership, supervision, staff development, and personnel management.
- Strategic planning and policy development.
- Communication, both oral and written, including presentation and report writing.
- Conflict resolution, de-escalation techniques, and cultural competence.
- Budget monitoring and resource allocation.
- Communication, public speaking, and digital outreach.
- Applying and training others on rules and compliance procedures.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to exercise sound judgment under pressure.
- Ability to interpret and apply complex regulations and procedures.
- Lead a comprehensive intercollegiate athletics program.
- Ability to analyze program data and assess outcomes.
- Ability to plan, organize, and execute multiple priorities to meet schedules and timelines.
- Ability to foster effective relationships with students, staff, community, and agencies.
- Ability to promote a student-centered, equity-focused athletic culture.
- Ability to build collaborative relationships with diverse stakeholders and agencies.
- Ability to promote a culture of safety, inclusion, and accountability.
- Ability to maintain confidentiality and professionalism.
- Adapt to new technologies and continuously improve systems.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.



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- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s) and across indoor and outdoor athletic facilities.

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed. The incumbent may be required to attend off-campus events and travel between district locations. The incumbent may be required to work in outdoor and athletic environments where the weather conditions are variable.



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Mental Demands:

While performing the duties of this class, the incumbent must be able to work in fast-paced, high-pressure environments, exercise sound judgement, and handle multiple tasks simultaneously.

The incumbent works in a fast-paced environment with frequent interruptions; manages multiple priorities and deadlines; communicates effectively across a wide range of constituents; responds to complaints or challenges with professionalism and discretion. The incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, athletic facilities, and outdoor sports fields. The incumbent is exposed to frequent interruptions, interaction with students and the public, and variable noise levels depending on the activity and location.

Working Conditions:

Work is performed both indoors and outdoors under varying environmental conditions, including periods of high activity or emergency response. The position involves exposure to a range of settings, including office spaces, campus grounds, parking areas, and emergency situations.

The incumbent may be subject to exposure to hazardous or potentially dangerous situations, including contact with bodily fluids, communicable diseases, or individuals in crisis. Incumbents may experience frequent interruptions, tight deadlines, and emergency callouts.

The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.



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CONTINUING EDUCATION

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NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.