



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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# DIRECTOR, PLANNING, KINESIOLOGY AND WELLNESS

An Academic Supervisory Position (Exempt)  
Grade 193E – Salary Schedule 35

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### *A. Who We Are*

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District’s Strategic Plan, “success, equity, and social justice for our students are longstanding goals.” The District’s [“Students First” Strategic Plan](#) is focused on “Student Success, Equity and Social Justice.” We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

### *B. The College and the District*

Cañada College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 11,000 students each academic year. Cañada College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [Cañada College’s Office of Planning, Research and Institutional Effectiveness \(PRIE\)](#) website.

### *C. Who We Want*

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

### *D. The Position*

Reporting to the Vice President of Instruction, the Director of Planning, Kinesiology and Wellness requires a strong background with reading building plans and an understanding of how to collaborate with the District’s building partners. This position works collaboratively with administration, faculty, classified staff and student assistants as assigned. The position will also work closely with the Office of Facilities Planning. A high degree of independent judgment and creativity are required to resolve minor and major problems

that may arise in a timely manner. The Director of Planning, Kinesiology and Wellness supervises the work of faculty, classified, and other staff and student assistants as assigned.

### ***E. Duties & Responsibilities***

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provides coordination for the Cañada College Health and Wellness Center.
2. Works closely with CIP, facilities' teams, and provides direction as to the programmatic needs of the institution and required programs.
3. Works with administration, faculty, and staff across the campus and program staff to partner with organizations to ensure successful implementation of the Health and Wellness Center in accordance with institutional, state, and federal guidelines
4. May involve Supervision of a diverse staff assigned to the programs and working closely with District and third party vendors to ensure appropriate services meet the standards of the Center.
5. Assesses annual department or program staffing requirements and recommends changes to staffing as required
6. In collaboration with the Department, this position will help develop and manage budgets, that may include preparation of federal, state, and local reports ensuring compliance with local, state, and federal expenditure guidelines
7. Leads and participates in the research, preparation, application for, and follow-up procedures required for grants and other external sources of funding
8. Ensures that all information is documented clearly, accurately, and legally
9. Participates in a variety of committees and staff meetings
10. Performs related duties as assigned

### ***F. Minimum Qualifications***

- Possession of a Master's degree or above, preferably in health education, sociology, psychology, counseling, a related social science, or science or health related fields OR the equivalent
- Two years of increasingly responsible experience in facilities management, building construction, program planning; assessment; implementation and evaluation; staff supervision; grant writing; budget planning and reporting; research and data analysis
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

### ***G. Physical/Other Requirements***

This classification requires sitting for long periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, hearing and speaking to communicate and provide information to others; ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

### ***H. Knowledge, Skills & Abilities***

1. Knowledge of the procedures required for facilities and operations experience budget planning, assessment, implementation of project management
2. Understanding of and commitment to the role and purpose of the community college

3. Be prepared to make numerous presentations on campus, in the community and to the Board of Trustees
4. Demonstrated knowledge and experience with disadvantaged and underrepresented students
5. Knowledge of a variety of innovative strategies, techniques, and practices to strengthen the kinesiology, athletics and dance departments
6. Demonstrated skill in oral communication, including public speaking and in written communication
7. Skill in implementing both short and long range operational plans and procedures
8. Knowledge of and skill in working under federal, state, and local regulations, policies and procedures and understanding of DSA and other building/construction agencies
9. Proficiency in use of a variety of computer software and database programs related to student and other educational services
10. Knowledge of and experience making appropriate college and community referrals when necessary to the appropriate third-party agencies