



Job Description for Athletic Director

Position Type	Exempt
Compensation	Annual Contract
Supervisor	Executive Director; high school principal
Primary duties	Responsible for developing the athletic program within CHS and assisting the principal in duties pertaining to athletics.
Education Requirement	Bachelor's degree, teaching degree preferred.
Experience	Previous AD experience preferred. Four years' experience as a coach. Head coaching experience preferred.
Requirements	Be physically active; run, walk, skip, and jump. Able to sit and stand for at least 8 hours a day. Knowledge of Microsoft office. Arbor and RenWeb preferred. Able to lift at least 50lbs.
Essential function	<p><u>Spiritual Leadership</u> It is expected that the athletics director will...</p> <ul style="list-style-type: none"> • Regularly attend church and follow a plan for personal spiritual development to grow in your faith. • Encourage and create opportunity for the biblical development of coaches that help them understand the position of influence that hold in the life of the student-athlete. • Ensure that the work environment in the athletics department is Christian-based, nurturing, wholesome, and loving. • Communicate to parents and athletes the overall mission of athletics in the spiritual formation of the student-athlete. <p><u>Administrative Leadership</u> It is expected that the athletics director will...</p> <ul style="list-style-type: none"> • Have the ability to accomplish the goals and objectives assigned by the school administration and school policy. • Understand supervision and how to lead in a positive manner. • Provide a good learning environment by keeping proper discipline at all school sanctioned athletic contests. • Meet regularly with the District Development Team to ensure coordination of programs, facilities, fundraising, and eligibility. • Participate in beginning-of-year staff orientation, and staff meetings. • Deal directly with the school administration in an earnest effort to resolve differences of opinion when they exist. <p><u>Professional Responsibilities</u> It is expected that the athletics director will...</p> <ul style="list-style-type: none"> • Supervise all coaches, providing direction, counsel, correction, and advice. • Knowledgeable and well-versed in all sports offered at LWCS. • Work with coaches in setting goals and objectives for the athletic program, setting expectations, and consistently enforcing them. • Provide postseason coaching reviews for each sport. • Conduct preseason meetings of coaches and parents to ensure proper communication of expectations.

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship supporting the school's mission statement.
- Enforce consequences for student-athletes, coaches, and others who do not abide by established standards.
- Be knowledgeable of the MSHSAA Handbook, the Student Handbook, AAA Conference guidelines, and the policies of LWCS.
- Confirm and monitor athletic eligibility for all student-athletes, and present this information to the respective coaches in conjunction with the school administration.
- Review and make recommendations to the school administration regarding any changes to the athletic handbook.
- Maintain a file of student-athlete records, such as physical exam forms, eligibility forms, permissions slips, rosters, athletic awards, and statistical records.

Supervision of Personnel

It is expected that the athletic director will...

- Make recommendations as soon as possible to the Executive Director and the principals regarding the assignment of coaching positions and position openings for the next school year.
- Recruit and screen all coaches, making sure they conform to CHS and MSHSAA standards.
- In consultation with the building principals, make recommendations for the hiring of head coaches and assistant coaches.
- Provide orientation, direction, and training of department staff and volunteers.
- Provide a list of all coaches, paid and volunteer to Human Resources.
- Work with Human Resources to assure all coaches and athletic volunteers have the appropriate paperwork.

Supervision of Scheduling

It is expected that the athletic director will...

- Coordinate all athletic events that take place within school facilities and grounds.
- Plan athletic programs for the entire year in consultation with building principals, and provide input for all athletic events on the master calendar.
- Participate with other league athletic directors in planning, coordinating, and implementing league events and activities.
- Coordinate with coaches the scheduling of all tournaments, interscholastic contests, trips, clinics, camps, practices, and scrimmages related to athletics.
- Send schedules to opposing schools in advance of play dates to confirm (team, time, location, and officials) at least two days prior to contest.
- Secure officials for all home sporting events using league approved scheduler.
- Consult with coaching staff about potential nonleague opponents for the following year, and arrange as many home games as feasible.
- Delegate management and hosting procedures to respective coaches and volunteers for all home contests.
- Provide appropriate supervisory personnel for each home sporting event.

Supervision of Transportation and Lodging

It is expected that the athletic director will...

- Be in charge of all transportation for athletic events; secure transportation vehicles for away games, and ensure that all drivers have appropriate licenses and insurance.
- Enforce procedures for safety and parental notification for away events.
- Arrange for the lodging of all traveling school athletes.

Supervision of Student Safety

It is expected that the athletic director will...

- Know the procedures for dealing with emergency situations in the school, gym, and outdoor facilities.
- Develop an emergency response plan for injured players and for potential medical emergencies that may be experienced by any participant or spectator.
- Ensure that appropriately trained personnel and adequate emergency medical supplies and equipment are present at sporting events.
- Following an injury to a student-athlete, ensure that the athlete is cleared by a physician prior to returning to sports.

Supervision of Facilities

It is expected that the athletic director will...

- Make sure that all contest and practice venues are scheduled in advance.
- Regularly inspect athletics facilities. Assess fields and gyms to make sure there is no cause for injury through negligence and neglect. Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Make sure gyms, fields, and spectator areas are properly set up before visiting teams arrive.
- Secure, or delegate responsibility for securing, gyms, fields, and locker rooms following sports activities.

Supervision of Athletics Communication and Public Relations

It is expected that the athletic director will...

- Handle all correspondence pertaining to athletics.
- Distribute all athletics communications as appropriate.
- Notify all parties of competition schedule changes.
- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Counsel and assist coaches on the timely and appropriate communication with parents.
- Attend and report at District Development Team meetings.
- Coordinate all sports publicity. Ensure that the results of all athletics events are reported to the appropriate media.
- Use the school newsletter, website, app, or other social media to publicize the accomplishments and awards of individual students and teams.
- Represent the school at all of the league athletic director meetings and other league events and meetings, and as needed at state athletic association meetings.
- Welcome visiting coaches and teams, and give necessary instructions to coaches.
- Strive to maintain positive communications among the school, coaches, athletes, parents, and community.

- Compile records of both team and individual marks that will serve as school records.
- Arrange for team photos, and communicate the details to coaches, parents, and students.
- Order all letters and sports awards needed by obtaining a list of such from each coach.
- Coordinate the athletics presentations for the various awards assemblies and programs.

Supervision of Game Management

It is expected that the athletic director will...

- Coordinate administrative presence at all home athletic events ensuring adherence to MSHSAA rules and maintaining crowd control.
- Supervise sports program management. In advance of game days, secure and coordinate volunteers to serve as announcer, timer, scorekeeper, scoreboard operators, admissions personnel, someone to do the invocation and the national anthem, along with chain gangs and other necessary game personnel.
- Designate sections for visitors, students, pep bands, and cheerleaders at home games.
- Work closely with other school personnel for homecoming and other special events and games.
- Accommodate neighboring properties as necessary when there are large home events that result in overflow parking and traffic congestion.

Supervision of Budget/Purchasing/Equipment

It is expected that the athletic director will...

- Coordinate and prepare the athletics budget in collaboration with coaches from each sport, and present it to the Executive Director for inclusion in the general budget.
- See that all state athletic association and league fees are paid in a timely fashion.
- Collect and secure all money from sports fees, gate receipts, and other such items; follow school financial protocol to turn it over to the bookkeeper.
- Oversee the uniform and equipment inventory for the athletics program. Provide for the care and security of all sports inventory.
- Order necessary equipment and uniforms when needed with budgetary guidelines.
- Request all checks and gate money well in advance of the event.
- Work with the Executive Director to approve and coordinate all athletics fundraisers.
- Have coaches sign for all sports equipment and uniforms they receive at the beginning of the season. At the end of the season, provide coaches with a written list of equipment and uniforms that were checked out to them.
- Account for all uniforms and equipment checked out to coaches and players during a season at season's end. Bill players who have uniforms that are missing or damaged beyond normal wear and tear.
- Authorize through the Executive Director all purchases by coaches.
- Secure bids for the purchase of equipment when rules changes necessitate it or when old equipment is worn out.

	<ul style="list-style-type: none">• Assist the booster club in the creation of a “golf tournament committee” and assist with the execution of the golf tournament fundraiser.• Perform any other duties that may be assigned by the administration.
<i>Equipment used for this job</i>	Various sporting equipment, sport facilities, general school and office supplies

“The mission of Living Word Christian School is to assist Christian families in equipping students with a Christ-centered education, empowering them to impact the world for the glory of God.”