



Athletic Director - Job Description

Community Christian School

Reports to: Administrators

Primary Function: To provide the school a sound athletic program for CCS students and families by accomplishing the criteria listed below.

CCS Mission Statement: We exist to provide a firm foundation of truth, knowledge, and virtue for a lifetime of service to God and man

PRIMARY RESPONSIBILITIES

- Must represent CCS and the athletic program in a professional manner at all times [coaching strategies, language, personal demeanor, etc.].
- Teach life skills and develop Christian character.
- Agree to and follow the policies and practices that are stated in the Employment Handbook.
- Coordinate, develop and promote the athletic program
- Maintain constant check of student athlete's grades and conduct [as provided by principal or school counselor]
- Coordinate and give direction to the athletic programs including scheduling all games, practice schedules, gym availability, and developing team rosters.
- Coordinate gym, building and athletic field use and maintain the building use calendar.
- Recruit and train coaching staff and volunteers.
- Ensure all coaching staff have signed agreements and volunteers have up to date background checks on file.
- Organize and schedule practice sessions and games.
- Effectively communicate with the coaches, parents, players, and administrators.
- Hold parents/guardians' meetings and meetings with all student athletes.

ADDITIONAL RESPONSIBILITIES

- Be a representative at all conference and non-conference meetings
- Attend or lead coaching staff development meetings, clinics, and other professional activities to improve coaching performance.
- Determine and assist coaches in maintaining Coaching Certifications when applicable [MSHL], [First Aid and CPR certification, concussion training, etc.] as determined by state and administration.
- Perform any other related duties as assigned by the administrators.

PERSONAL PROFILE

- Must be a born-again Christian, committed to the Lord, exhibiting a close daily walk with Him and believe in the Christian philosophy and Statement of Faith of Community Christian School.
- Must be a student of God's Word and demonstrate obedience to His laws and mandates.
- Must be able to give spiritual and Biblical leadership to faculty, staff, students and families.
- Must put the oneness of the Body of Christ above membership in a particular denomination or church.
- Must understand the distinctive of Christian education and be committed to them.
- Must care about people and want to lead them to Christ.
- Must be completely honest.
- Must have a love for children and adolescents.
- Must be able to communicate effectively with staff, students, faculty and parents.
- Must have a teachable spirit and be able to take criticism with a willingness to learn and grow.
- Must be neat in personal appearance and personal habits.
- Must be well organized.
- Must be a student of God's Word and be able to apply Biblical Truth in speaking and counseling situations.



Athletic Director – Other Responsibilities

Community Christian School

This list is intended to give the athletic director candidate an overview of the required duties of an athletic director. This is not meant to be an all-inclusive list.

- Computer and web proficiency [Microsoft Office and athletic schedulers and apps].
- Prepare a master budget and supervise equipment inventories.
- Secure and file the paperwork for equipment lease requests.
- Prepare a master sports calendar that includes all games/events.
- Coordinate gym, building and athletic field use and maintain the building use calendar.
- Coordinate use for practices and games and give final clearance for the use all facilities.
- Work with coaching staff and transportation supervisor to schedule all transportation.
- Make travel arrangements for athletic teams competing in postseason competition.
- Hire all officials.
- Confirm official's contracts and all non-conference contest contracts.
- Secure game workers for athletic contests.
- Submit athletic expense forms for payment of officials and other workers.
- Coordinate the collection of rosters for program information as needed.
- Act as a resource person and coordinator for all coaches.
- Supervise home athletic contests.
- Evaluate all athletic programs on an annual basis.
- Mediate resolutions of issues and concerns that may arise within the athletic program.
- Allow students and the community to express their concerns about an athletic program.
- Provide for in-service of coaching staff as needed.
- Disseminate materials and enforce rules and regulations, including player eligibility.
- Collect, file, and notify athletes and coaches regarding student eligibility.
- Collect and maintain on file a properly completed physical card for every student.
- Administer the school athletic code in a fair and consistent manner
- Ensure adherence to all policies, rules, procedures, and codes relating to athletics.
- Update Athletic Handbook annually.
- Coordinate the ordering and distribution of letters, chevrons, captain stars, etc.
- Attend athletic conference meetings.
- Develop and manage the mission and vision of the athletic program.