



Athletic Director Job Description

Job Summary:

As an Athletic Director for Classical Christian Academy the AD will serve as the spokesman and promoter of the athletics department. The AD will demonstrate leadership that helps participants and spectators recognize the value we place on honoring the Lord with our gifts and talents. They will establish and promote positive relations with the league participants, parents, fans, and faculty. The AD should enjoy working with coaches and athletes to help teams reach their potential and take pride in the behind-the-scenes work, which puts the teams in position to succeed.

Reports to: Principal

Job Responsibilities:

- Provide guidance and direction for the school's coaches and sports program.
- Prepare the athletic department budget. Review with Principal and then submit to Finance Committee for approval. Discuss any changes to approved budget with Principal and then notify Board Treasurer in a timely manner.
- Purchase and inventory for all sports teams equipment and uniforms
- Work with coaches to determine scheduling of games and practices.
- Work with conferences and leagues on scheduling and other issues, like post-season play.
- Interview, hire, and perform reviews of coaches
- Coordinate officials and umpires at games and budget for their pay.
- Work with the school administrators and faculty to assure student athletes are academically eligible for a given sport.
- Continually stay atop changing rules and regulations
- Be attentive to the concerns of athletes, coaches, and parents by communicating via email, phone and/or other methods promptly.
- Supervise Athletic Secretary in the collection of money, creation and collection of forms and ordering and distribution of uniforms. AD should approve the layout, length and sizes of all uniforms before an order is placed and seek the opinion of the Principal as appropriate.
- Work with scholarship committee to notify parents of scholarship opportunities and make recommendations as needed.
- Create and keep updated the relevant processes, dates and deadlines.

Job Requirements:

- Bachelor's degree in education, physical education, or equivalent experience preferred.
- Planning, organizing skills and the ability to communicate via email and phone.
- knowledge of legal liability, public relations, oral and written communication skills, and skills in staffing and hiring preferred.
- 2 - 5 years experience in a coaching role preferred.
- Commitment to live a Biblical lifestyle.
- Strong people and team skills; ability to work in a team setting.
- Dependable, responsible, self-motivated and exercises confidentiality with a high level of integrity.
- Attend meetings and games as needed or required.
- Successfully pass and submit to a background check.