

ATHLETIC DIRECTOR

Job Description



POSITION SUMMARY

Berean Christian Academy Athletic Director will be responsible for overseeing the day to day operations of the athletic department. The Director will ensure that all of the athletes are getting the training and support that they need to succeed, while managing the planning for future events and competitions.

PRINCIPLES FOR CONDUCTING WORK

Serve as a Christian role model, by precept and example, of the highest Christian virtue and personal decorum both in and out of school to students, and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

The Athletics Director cares deeply about our school's mission and vision and desire to come on board and be a part of the team and the Berean family. They should have a passion for sharing Jesus and principles from the Bible related to Athletics. Seeking God and serving Him as he serves the coaches and athletes. He will be able to share this mission and vision to the coaches that come on board. Must recognize that all elements of BCA's Athletics program from sports, coach selection, practices, games, uniforms, parent involvement, and communication are all an opportunity for biblical discipleship and student spiritual growth. Every aspect of this assignment is calling to mentorship and godly living that must be modeled, trained, and expected by coaches, parents, and students.

DUTIES AND RESPONSIBILITIES

Strategic Planning and Program Development

- Foster the development of athletes and an athletic culture in the upper school through athletic programs that build camaraderie, skill, and teamwork in sports that will be offered in grades 7-12.
- Create, execute, and revise strategic plans, including personnel, equipment, facilities, and funding projections and acquisition for the development of the athletic programs.
- Work with Physical Education teachers in the Grammar and Upper School to align skills and prepare students appropriately.
- Research and network competitive organizations and associations that align with BCA's desires in athletics. Join and maintain positive working relationships with associations (ie. TAPPS, WHCAC...)
- Responsible for knowing the by-laws, fees, and requirements of partnering organizations, paying fees on time, attending needed meetings, workshops, or trainings, and communicating any needed issues and complications with the school administration.

ATHLETIC DIRECTOR

Job Description



DUTIES AND RESPONSIBILITIES (cont.)

Scheduling

- Must oversee coordination of scheduling of all practices, contests, and program meetings.
- Must oversee coordination of scheduling for usage of gyms, fields, and off-site facilities for practices, games, and activities.
- Must oversee coordination of officiating requirements.
- Must oversee coordination of scheduling employee supervision of all practices, games, and activities.
- Must oversee coordination and facilitate correspondence with opposing teams prior to games to confirm date, time, facilities and contact for potential changes.
- Must oversee coordination of correspondence with the leagues prior to and during season to ensure all teams are in compliance.

Operational

- Coordinate game day set-up and tear down of facilities.
- Ensure a safe learning/competing environment of gyms, fields and equipment.
- Schedule employee supervision of all practices, contests, and activities.
- Organize and maintain the inventory of all athletic equipment and storage areas.
- Order necessary equipment for all sports.
- Authorize purchase orders submitted by coaches, volunteers, and sponsors.
- Coordinate first aid kits and supplies.
- Serve as a member of the BCA Groundskeepers Committee to keep informed of the status of fields and aid in proper maintenance
- Keep administration and faculty/staff/parents informed of student involvement through rosters, game schedules and practice times.
- Work in conjunction with the Dean of Upper School and Headmaster in the enforcement of academic and behavioral eligibility.
- Provide information for the school athletic calendar and weekly newsletters.
- Schedule and provide oversight for the athletic banquet.
- Prepare and circulate parent surveys about sports interest.
- Work with the school nurse to ensure all students have a Physician Physical Release Form on file before students can participate.
- Lead, organize and plan athletics meetings for students and parents.
- Attend at least 2 games/events within each individual sport season
- Attend BCA faculty and staff meetings.

ATHLETIC DIRECTOR

Job Description



DUTIES AND RESPONSIBILITIES (cont.)

Personnel Selection and Supervision

- Evaluate coaching needs per sport, interview and select qualified coaches.
- Prepare & Implement Coaches Onboarding Procedure by assisting in the hiring process for new coaches and assistants, including working with human resources to conduct interviews, background checks and new hire paperwork.
- Ensure that all programs are in compliance with state law, league, and regulations.

Finances

- Prepare and administer the athletic budget in coordination with the finance office.
- Prepare and present budget needs/requests for equipment & facility upgrades to the Head of School prior to the school board's budget review & approval in March of each year.
- Oversee establishment and collection of athletic fees.
- Oversee the payment of coaches.

QUALIFICATIONS

- Must be a Christian and agree fully with the BCA's Statement of Faith
- Must be active in a local church and in good standing
- Strong oral and written communication skills and basic computer skills.
- High energy and takes initiative.
- The ability to work well with others (staff, students, and parents) and alone.
- Excellent leadership, organizational, and interpersonal skills.
- Must have the ability to organize people, events, and paperwork.
- Must be comfortable and amiable in interacting with many people throughout the day.
- Must have a track record of reliability, accuracy, discretion, initiative, and attention to detail.
- Flexibility and the ability to remain composed when confronted with competing demands.
- Discretion in maintaining confidentiality of records and information.