

# The Academy of Classical Christian Studies

## Athletic Director Job Description

This is a full-time position that reports to the Assistant Head of School

### Qualifications

- A strong commitment to furthering the mission and vision of the Academy through athletics
- Ability to communicate vision, goals, and philosophy of the Academy and the Academy's athletic department.
- Effective interpersonal skills with the ability to relate to and gain the trust of coaches, students, teachers, parents, and administration.
- Five years of coaching experience, preferably coaching basketball
- Experience in the administration of a sports program
- Proven ability to build teams through servant-leadership
- Bachelor degree

### Supervision

- Supervise all school coaches, athletics coordinator(s), student athletes and spectators
- Encourage and instruct athletes, students, and fans in good sportsmanship

### Responsibility

- Model Christian character in Academy athletics.
- Ensure the health, safety, and compliance of all student athletes in athletic program.
- Recruit and organize students and coaches to participate in community and core sports, which includes providing information on area leagues and purchasing Academy uniforms.
- Supervise and coordinate all sports at home campuses
- Advise and coordinate introduction to athletics in Dialectic physical education
- Serve as a spokesperson and promoter of athletics at the Academy
- Provide administrative presence at Academy home sporting events
- Encourage and instruct athletes, students, and fans in good sportsmanship
- Develop coach packets that contain uniform info, leagues, league deadlines, etc.
- Organize uniform and apparel orders (for all sports)
- Other duties as assigned by school administration
- Coach basketball and continue to develop vision and strategy for the Academy's basketball program
- Provide monthly report and attend athletic committee meetings
- With coaches, organize and run all Academy sport camps
- Plan and oversee athletic banquets.

### Planning

- Plan Grammar, Dialectic and Rhetoric athletic programs for the entire year in relation to the Academy's annual calendar
- Participate with other league/school athletic directors in planning, coordinating and implementing league games, events and activities
- Plan future Academy sports and facilities
- Plan with campus principals and chairs how athletics fit into school's curriculum

### **Hiring, Training, Development**

- In coordination with campus principal, make recommendations to Assistant Headmaster for hiring Dialectic and Rhetoric coaches/teachers
- Provide orientation, direction and training of Grammar, Dialectic, and Rhetoric coaches
- Plan and develop annual coaches training clinic
- Maintain a file on each coach hired by the Academy

### **Administration**

- Serve as the spokesperson and promoter of athletics at the Academy
- Ensure the school's compliance with the policies and procedures of the pertinent league and/or associations of which the Academy is a part
- Be a regular presence in the Academy sporting program
- Maintain file of student athlete records, such as physical examination forms, eligibility, roster, accomplishments and awards
- Plan and provide officials for Dialectic and Rhetoric athletic events
- Manage athletic gear, including maintaining athletic equipment and recommended purchases and replacements
- Coordinate gate attendants, score keeper, concessions, clean-up and any other staffing needs for athletic events
- Participate in administrative committee work, in order to properly align athletics with the mission and vision of the Academy

### **Financial**

- Determine and oversee annual athletic budget
- Work with fundraising committee to develop a comprehensive strategy to raise funds for equipment, coaches and facilities