



POSITION: Athletic Director

STATUS: Exempt

SUPERVISOR: High School Principal

DATE: April 2024

Position Summary: Provides leadership in the area of athletic programs, athletic administration, and development of the athletic program. Develop and maintain a vision and mission for the Coulee Christian School athletics programming to align with the school's larger mission "to intentionally and lovingly equip students to live life on the EDGE (Educated, Driven, God-Centered, and Engaged).

Required Spiritual Qualities

It is expected that the Athletic Director will:

- Acknowledge Christ as Savior and seek to live his or her life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support Coulee Christian School's **Statement of Belief**.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and daily living. This includes being committed to God's biblical standards for personal conduct, marriage, gender identity and sexual activity.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Actively participate in a local Bible-believing church and share faith with others.
- Have a Christ-centered home.

Required Professional Qualities

It is expected that the Athletic Director will:

- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Communicate effectively, professionally, and timely by responding to all emails within 24-48 hours on school days, as this is the main method of communication between administration and employees.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

- Be open and flexible to new school initiatives.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the internet. The Athletic Director should be able to use a website to upload, create, and submit documents. The Athletic Director will be expected to use a Student Information System (SIS) for communicating with families.
- Possess customer service and public relations skills necessary to market the school to potential families, as well as the general public.

Required Personal Qualities

It is expected that the Athletic Director will:

- Sign and live by Coulee Christian School's **Lifestyle Statement** as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Be servant-hearted & willing to assist others.
- Use acceptable English in written and verbal communication. Speak with clear articulation.
- Respectfully submit to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his or her school ministry ahead of other jobs, coaching or volunteer activities.
- Be able to meet the physical demands of the position as outlined in Coulee Christian School's **Physical Requirements** for this position or negotiate reasonable accommodations with Supervisor.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Remain committed to partnering with parents/guardians in the guidance of students.

Essential Job Functions - Accountabilities

It is expected that the Athletic Director will:

Spiritual Leadership

- Possess a conviction of God's calling to the Christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.
- Join school staff in discipling of students.
- Serve as a model to students of how a spiritual leader within a school community practices Spiritual disciplines and demonstrates fruits of the Spirit in everyday situations.
- Encourage the spiritual growth of students.
- Participate in staff Bible studies.
- Integrate a Christian Worldview into interactions with students and families.

Academic Leadership

- Have knowledge of Coulee Christian School's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Create a positive learning environment where students can thrive.
- Utilize activities that reflect diverse educational, cultural, and linguistic backgrounds.
- Establish and communicate clear objectives for all learning activities.
- Understand strengths, weaknesses, and needs of students and have the ability to communicate these to parents, administration, and other support staff.
- Manage student behavior during school activities by invoking established disciplinary procedures.
- Read and stay abreast of current topics in school athletics.
- Administrate, coordinate, and develop all aspects of the Coulee Christian School athletics programming.

- In conjunction with the Principal(s), identify and timely notify the students and their parents/guardians regarding academic and behavior eligibility or ineligibility, WIAA eligibility, etc. as outlined in the Athletics Handbook and as supported by the Student Handbook.
- Pursue ongoing professional development in athletics administration, which may include membership, registration and/or certification with the NIAAA.

Administrative Leadership

- Know the procedures for dealing with emergency situations in the school. Conduct required emergency safety drills in coordination with school leadership.
- Report safety, health, and maintenance needs that are observed to appropriate individuals.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Participate in review and evaluation of Athletic programs.
- Develop, maintain, and revise the Athletics Handbook to create or revise policies and procedures which align with school, local, state, federal, and/or WIAA requirements.
- In conjunction with the Principal(s), interview and select candidates for middle school, JV, and/or varsity coaching positions.
- In conjunction with the Human Resources department, ensure timely completion of all necessary coaching requirements (CPR/AED certifications, background checks, driver approvals, etc.).
- Schedule all home and away events for all levels of competition based on the school calendar.
- In conjunction with the Principal(s), identify items in need of purchase, repair, or maintenance and receive budgetary approval for their purchase or acquisition.
- Coordinate the registration and payment of fees for each sports season.
- Select and hire referees for all home contests.
- Develop and maintain a system to ensure the appropriate staffing of all home contests (concession stand, scoreboard, score book, announcer, line judges, etc.).
- Complete all pre-season preparations for athletics spaces (scoreboards, field painting, soccer nets, etc.).
- Provide weekly updates to staff, coaches, and/or parents/guardians regarding weekly schedules, early dismissals, etc.
- Coordinate or acquire transportation to away events.
- Exemplify excellence in communication with all stakeholders — student-athletes, parents/guardians, coaches, faculty, staff, community members and/or donors.
- In conjunction with the Director of Development, identify and prioritize the projects requiring funding to create an excellent game day experience for our athletes and spectators.
- Identify and correct items needing attention for the safe and secure operations of athletic events.
- In conjunction with the Principal(s), receive, approve, and coordinate external rentals for the main gymnasium. Ensure the collection of funds related to outside rentals.
- Coordinate the timely submission of WIAA requirements related to annual membership, co-op agreements, etc.

Minimum Requirements:

It is expected that the Athletic Director will:

- Possess administrative experience and the ability to excel in this area.
- Possess coaching and athletic experience and be competent in this area.
- Possess Leadership experience and the ability to effectively lead others.

Working Relationship and Scope:

Reports directly to the Supervisor noted above. Works closely with all school staff members, students, families, and volunteers.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed & Signed name of Employee Date

Printed & Signed name of Supervisor Date