



## Job Description

Revised 2019

<b>JOB TITLE:</b>	Athletic Director
<b>HIRED BY:</b>	Superintendent
<b>REPORTS TO (title):</b>	Superintendent
<b>SUPERVISES:</b>	Coaches, athletic volunteers, athletes
<b>DEPARTMENT NAME:</b>	Administration
<b>EVALUATION SCHEDULE:</b>	Annual written evaluation by superintendent
<b>JOB STATUS (full/part):</b>	Full-time
<b>FLSA STATUS:</b>	Exempt

### **GENERAL DESCRIPTION**

The primary role and responsibility of the Athletic Director is to build and lead an excellent athletic program in support of the Salem Academy mission.

### **REQUIRED SPIRITUAL QUALITIES**

*It is expected that the athletic director will ...*

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support Salem Academy's Statement of Faith.
- 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 actions toward others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.
- Engage in Christ's local and global mission of making disciples.

### **REQUIRED PROFESSIONAL QUALITIES**

*It is expected that the athletic director will ...*

- Hold a bachelor's degree from an accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period.
- Bring a track record of successful leadership in coaching, administration and/or education including knowledge of athletic department operation.
- Have strong organizational and administrative skills.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the superintendent.

## **REQUIRED PERSONAL QUALITIES**

*It is expected that the athletic director will ...*

- Sign and live by the school's lifestyle statement, found in the Employee Handbook, as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.

## **ESSENTIAL JOB FUNCTIONS—ACCOUNTABILITIES**

*It is expected that the athletic director will ...*

### Spiritual Leadership

- Have a conviction that God has called her or him to Christian school administration.
- Provide spiritual leadership and guidance to faculty, staff, and students regularly on both a formal and informal basis.
- Work with the administration and faculty to address the spiritual formation needs of students.
- Build a Christ-centered athletic program based on the total release of oneself to follow Christ's example on and off the playing field.
- Follow the Matthew 18 biblical principle in dealing with conflict with students, parents, staff and administration.

### Administrative Leadership

- Further the school's mission, vision, and core values through the entire scope of the athletic program.
- Accomplish the goals and objectives assigned by the school administration and adhere to all school policies.
- Ensure that every area of the athletic program reflects excellence, good sportsmanship, and Christian character.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, and other presentations.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and other events as appropriate.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Participate in continuous professional development through professional reading, college course work, in-service opportunities, clinics, and/or conferences.
- Enforce consequences for students, coaches, and others who do not abide by established standards.
- Be familiar with the school policies and the policies of appropriate national organizations, the state athletic association, and the league; establish procedures so that the school, its personnel, students, parents, and other spectators won't be placed in potential liability situations.
- Confirm and monitor athletics eligibility for all student athletes, and present this information to the respective coaches in conjunction with the school administration. Notify each coach of ineligible athletes according to policy.
- Create and maintain athletic handbooks as appropriate.

### Supervision of Personnel

- Supervise all athletic department personnel, including assistants and coaches.
- In consultation with the superintendent and principals, make recommendations for the hiring of head coaches.
- Recruit and screen all coaches, making sure they are a good mission match, conform to school standards and are any state requirements.

- Coordinate with H/R on all new hires.
- In consultation with the superintendent and principals, make recommendations, as necessary, for disciplinary action that may be needed for coaches or for the dismissal of coaches.
- Assist the head coach of each program in the selection of other coaches, assistants, and volunteers for that program.
- Provide orientation, direction, and training of coaching staff and volunteers.
- Meet weekly with in-season head coaches to talk over the week, develop weekly strategies and to deal with any issues that may have arisen.
- Meet with coaching staff to review the coaching philosophy, team rules, lettering policies, policy compliance, program improvement, program needs, and other items in the athletics handbook.
- Provide ongoing and yearly evaluation of coaches and programs. Evaluate their planning, organizing, communication, and accomplishment in the same way building principals supervise and evaluate teaching personnel.
- Provide professional improvement plans for coaches that require course correction to achieve overall excellence.

### Supervision of Scheduling

- Coordinate all athletics events that take place within school facilities and grounds.
- Plan athletics programs for High School, Middle School, and coordinate with on campus youth leagues for the Elementary School for the entire year in consultation with school administration and provide input for all athletics events on the master calendar.
- Plan athletics programs for the entire year in consultation with school administration and provide input for all athletics events on the master calendar.
- Schedule officials for each home athletic event. Reschedule officials when games are canceled, postponed or moved for any reason.
- Participate with other league athletics directors in planning, coordinating, and implementing league events and activities.
- Coordinate with coaches the scheduling of all tournaments, interscholastic contests, trips, clinics, camps, practices, and scrimmages related to athletics.
- Delegate management procedures to respective coaches for home contests as needed.
- Provide appropriate supervisory personnel for each home athletic event.
- Arrange for travel (and lodging if necessary) for all off-campus athletic events, including coordinating volunteer transportation as needed.
- Oversee record-keeping transportation paperwork for each volunteer driver as well as each athlete.
- Assist visiting teams when accommodations or services are needed. Serve as the host to visiting teams. Act as liaison, informing visiting teams and officials of the pertinent details of their participation, such as time schedule and dressing facilities.
- Schedule, manage, and facilitate all Salem Academy athletic tournaments (i.e. annual holiday tournament).

### Supervision of Student and Spectator Safety

- Possess a current First Aid/CPR certification.
- Know the procedures for dealing with emergency situations in the school, gym, and outdoor facilities. Conduct required emergency safety drills in coordination with school leadership.
- Maintain and update as needed each EAP (Emergency Action Plan) for each athletic facility.
- Develop and implement an emergency response plan for injured players and for potential medical emergencies that may be experienced by any participant or spectator. Make sure appropriate paperwork is filled and appropriate follow-up is carried out for each injury.
- Oversee and manage the contract with PT Northwest. Manage the hours of the trainer for game days and non-game days and communicate this to the coaches.

- Ensure that appropriately trained personnel and adequate emergency medical supplies and equipment (such as an automatic external defibrillator) are present at sporting events.
- Interact with family physicians, parents, and athletics trainers following an injury to an athlete; ensure that the athlete is cleared by a doctor before the athlete returns to sports.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.

#### Supervision of Facilities

- Train coaches and staff on the lockdown procedures of each facility in the event of an emergency.
- Develop and follow through with locking procedures for each facility and hold coaches and staff accountable when they do not follow through.
- Maintain a key check-in/check-out system for SA coaches for their facilities. Coaches are only given keys to the facilities they need access to.
- Oversee management of the facility whenever outside groups use SA athletic facilities in trade for use of their facility by a SA group. This includes event day management, set-up and cleanup.
- Regularly inspect athletics facilities. Assess fields and gyms to make sure there is no cause for injury through negligence. Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Lead set-up of each facility for each home game. This includes setting up chairs, pulling out bleachers, setting up clocks, striping fields, moving goals, setting out pylons, setting up sound equipment, managing parking, organizing and managing concessions, setting up ticket booths, organizing volunteers, creating and preparing game day programs, etc.
- Work closely with school personnel for homecoming and other special non-athletic events utilizing athletic facilities.

#### Supervision of Athletics Communication

- Coordinate and implement the registration of all athletes for each sport. This includes managing the athletic Green List which communicates to coaches which athletes have paid and registered for each sport.
- Coordinate and manage the publications of all coaching job opportunities.
- Handle all correspondence pertaining to athletics. This includes registration, game day events, schedule changes, transportation needs, event and program marketing and more.
- Respond in a timely manner to requests for information from coaches, parents, and others.
- Counsel and assist coaches on the timely and appropriate communication with parents.
- Participate, when requested, in formal and informal coach/parent/athlete conferences.

#### Supervision of Game Management

- Attend all OSAA mandated meetings and follow all OSAA guidelines for athletic events.
- Manage coaching certifications online so as to make sure each coach is eligible to coach per OSAA's guidelines.
- Oversee all home events, in coordination with other administrators, or designate a non-coaching representative to ensure adherence to the National Federation of State High School Associations rulebook and the game management and crowd control procedures of the state athletic association.
- As needed, assign school staff for supervision of home games to ensure safety and control.
- Supervise sports program management. In advance of game days, secure and coordinate volunteers to serve as announcer, timer, concession workers, scorekeeper, scoreboard operators, ticket sellers and takers, official scorers, someone to do the invocation and the national anthem, along with chain gangs and other necessary game personnel.

**Supervision of Public Relations/Media**

- Coordinate all sports publicity. Ensure that the results of all athletics home events are reported to the appropriate media.
- Use the school newsletter, website, press releases, social media, and any other appropriate means to publicize the accomplishments and awards of individual students and teams.
- Represent the school at all of the league athletics director meetings and other league events and meetings, and as needed at state athletic association meetings.
- Facilitate cooperative relations with peers from schools within the league, schools in the same classification as our school, and neighboring high schools.
- Arrange for team photos, and communicate the details to coaches, parents, and students.
- Coordinate the ordering of all letters and sports awards.
- Coordinate the athletics presentations for the various awards assemblies and programs.
- Oversee Athletics social media pages and make sure content is fresh, up-to-date, and accurate.

**Supervision of Athletic Budget**

- Coordinate and prepare the athletics budget in collaboration with coaches from each sport, and present it to the superintendent for inclusion in the general budget. Follow up on budgetary compliance by the coaches.
- See that all state athletic association and league fees are paid in a timely fashion.
- Collect and secure all money from sports fees, gate receipts, and other athletic receipts according to school financial policies.
- Oversee the uniform and equipment inventory for the athletics program. Provide for the care and security of all sports inventory.
- Order necessary equipment and uniforms when needed within budgetary guidelines.
- Coordinate athletic fundraising efforts with the Development Director.
- Provide leadership for the booster club.

**Supervision of Purchasing/Equipment**

- Have coaches sign for all sports equipment and uniforms they receive at the beginning of the season.
- Account for all uniforms and equipment checked out to coaches and players during a season at season's end. Bill players, as appropriate, who fail to return uniforms at the conclusion of a season.

**ESSENTIAL JOB FUNCTIONS – PHYSICAL, MENTAL, & ENVIRONMENTAL REQUIREMENTS**

Physical Demands – the following represents the physical requirement that must be met by the individual to fully perform the essential functions of this job:

The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Shoveling
<input checked="" type="checkbox"/>	Carrying	<input checked="" type="checkbox"/>	Pushing	<input checked="" type="checkbox"/>	Stairs
<input checked="" type="checkbox"/>	Keying/typing	<input checked="" type="checkbox"/>	Reaching		Other (specify)

The amount of effort typically applied and frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Less than 1 lb.				
Between 1 & 5 lbs.		X		
Between 5 & 25 lbs.		X		

Between 25 & 60 lbs.	X			
More than 60 lbs.	X			

The types of physical actions typically applied in this job:

	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Sitting		X		
Standing		X		
Walking		X		
Bending	X			
Confined				

	Concentrated mental and/ or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
	Intense and/ or exacting mental/ or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

**Working Environment** – Individual is exposed to the following work conditions while performing the essential functions of this job:

	Regularly	Occasionally
Indoors	X	
Outdoor weather conditions		X
Moderate levels of sound		X
Dust or airborne particles		X
High levels of sound, which may require use of ear protection		
Slippery surfaces		X
Hot, cold, wet, or humid conditions		X

**ADDITIONAL DUTIES OR RESPONSIBILITIES**

*It is expected that the athletics director will ...*

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school’s constituency and the general public.
- Participate in the school’s development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Perform any other duties that may be assigned by the superintendent.

**Attendance**

- Compliance with Salem Academy’s general standards is acceptable.

**Signatures and Dates**

The following signatures are required to confirm the accuracy and completeness of the job description; that essential functions are aligned with Salem Academy goals and objectives; to validate that it is clear, concise, and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee	Date	Next Level of Management	Date