



THREE RIVERS CHRISTIAN SCHOOL

Athletics Director – Job Description

The athletics director provides oversight and leadership for the total athletics program in accordance with the mission statement and the policies of the school and the rules of the state athletic association. This person is responsible for the supervision of all personnel in developing and maintaining an effective program to the praise and glory of God.

Required Professional Qualities

It is expected that the athletics director will ...

- Hold and maintain first aid and CPR certification.
- Have knowledge of the overall operation of an athletics department.
- Have received or will soon receive acceptable training to meet the standards of the state athletic association for certification of coaches.
- Have had successful experience as a teacher in physical education and in interscholastic athletics as a coach, an official, an administrator, or an athletics director.

Essential Job Functions—Accountabilities

It is expected that the athletics director will ...

Spiritual Leadership

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the work environment in the athletics department is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Carry out Christ-centered counseling with students and staff.
- Involve parents in prayer and volunteerism as appropriate.



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Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Provide a good learning environment by keeping proper discipline in the classroom, the gym, and other places on the school premises.
- Meet regularly with the rest of the staff to ensure coordination of programs and prompt problem resolution.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.
- Participate in continuous professional development through professional reading, college course work, in-services, clinics, workshops, and conferences. Join appropriate professional organizations related to athletics.

Professional Responsibilities

It is expected that the athletics director will ...

- Supervise all coaches, providing direction, counsel, and advice.
- Set expectations and consistently enforce them.
- Work with the coaches in setting goals and objectives for the athletics programs.
- Provide for preseason and postseason reviews for each sport.



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- Monitor and advise coaches on the feelings, concerns, and perceptions of parents, athletes, and other students and spectators.
- Conduct monthly or periodic staff meetings of coaches to monitor progress of the athletics department.
- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship supporting the school's mission statement.
- 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.
- Review and make recommendations to the school administration regarding any changes to the athletics handbook.
- Maintain a file of student athlete records, such as physical exam forms, eligibility forms, permission slips, rosters, athletics awards, and statistical records.

Supervision of Personnel

- Make recommendations as soon as possible to the superintendent and the principals regarding the assignment of coaching positions and position openings for the next school year.
- Recruit and screen all coaches, making sure they conform to school standards and are state-association-certified coaches or that they will take a certification class to coach at the high school level.
- In consultation with the building principals, makes recommendations for the hiring of head 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 department staff and volunteers.
- Arrange for substitute coaches when they're needed, and assist them in successfully carrying out their responsibilities.
- Meet with department staff to review the coaching philosophy, team rules, lettering policies, policy compliance, program improvement, program needs, and other items in the athletics handbook. Keep



team rules and lettering policies on file.

- 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 work plans for coaches for any areas that need improvement.

Supervision of Scheduling

- Coordinate all athletics events that take place within school facilities and grounds.
- Plan athletics programs for the entire year in consultation with building principals, and provide input for all athletics events on the master calendar.
- 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.
- Send schedules for each sport ten to twelve months ahead of time to the state athletic association to ensure maximum allowable participation by the school. (Coaches will keep the building athletics director informed of any schedule changes that are initiated by personnel from other schools.)
- Send schedules to opposing schools two weeks in advance of play dates. All games (team, time, and location) should be confirmed two working days prior to the contest.
- Secure officials for each sport's home event; make sure the appropriate officials associations are contacted and the final schedules are sent to them. Notify commissioners of any change in time or location of contest.
- Consult with staff about potential nonleague opponents for the following year, and arrange as many home games as feasible.
- Delegate management procedures to respective coaches for all home contests.
- Provide appropriate supervisory personnel for each home interscholastic event.
- 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.



Supervision of Transportation and Lodging

- Arrange for the lodging of all traveling school athletes.
- Be in charge of all transportation for athletics events; secure transportation vehicles for away games, and ensure that all drivers have appropriate licenses and insurance.
- Enforce procedures for safety and parental notification for away events.

Supervision of Student Safety

- 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.
- Develop an emergency response plan for injured players and for potential medical emergencies that may be experienced by any participant or spectator.
- 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

- Make sure that all contest and practice venues are scheduled in advance.
- Regularly inspect athletics facilities. Assess fields and gyms to make sure there is no cause for injury through negligence and neglect. Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Delegate responsibility for the upkeep of athletics facilities when necessary.
- Make sure gyms, fields, and spectator areas are properly set up before visiting teams arrive.
- Secure, or delegate responsibility for securing, gyms, fields, and locker rooms following sports activities.

Supervision of Athletics Communication

- Handle all correspondence pertaining to athletics.
- Distribute all athletics communications as appropriate.



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- Notify all parties of competition schedule changes.
- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Counsel and assist coaches on the timely and appropriate communication with parents.
- Participate, when requested, in formal and informal parent-teacher conferences.
- Attend and report at administration meetings and faculty meetings.

Supervision of Game Management

- Attend and observe all home events, coordinating with the high school principal, or designate a noncoaching 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.
- Schedule a rotation of teachers for all 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.
- Designate sections for visitors, students, pep bands, and cheerleaders at home games.
- Work closely with other school personnel for homecoming and other special events and games.
- Accommodate neighboring properties as necessary when there are large home events that result in overflow parking and traffic congestion.

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, press releases, 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.
- Engender cooperative relations with peers from schools within the league, schools in the same classification as our school, and neighboring high schools.



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- Welcome visiting coaches and teams, and give necessary instructions to coaches. Show visiting teams their locker rooms, and tell them which benches or sidelines to use. Assist with requests for accommodations or other services as needed.
- Strive to maintain positive communications among the school, coaches, athletes, parents, and community.
- Provide local newspapers, radio stations, television stations, and related websites with schedules, rosters, and a contact phone number.
- Provide varsity coaches with media phone numbers, and instruct them to report scores, statistics, and details as required following home and road games.
- Compile records of both team and individual marks that will serve as school records.
- Arrange for team photos, and communicate the details to coaches, parents, and students.
- Order all letters and sports awards needed by obtaining a list of such from each coach.
- Coordinate the athletics presentations for the various awards assemblies and programs.
- Oversee the booster club.

Supervision of 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 such items; follow school financial protocol to turn it over to the bookkeeper.
- 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.
- Arrange for the printing of game tickets and season tickets, and establish the procedures governing the sale of tickets.
- Request all checks and gate money well in advance of the event.
- Work with the development director to approve and coordinate all athletics fund-raisers.
- Determine athletics insurance needs.



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Supervision of Purchasing/Equipment

- Have coaches sign for all sports equipment and uniforms they receive at the beginning of the season. At the end of the season, provide coaches with a written list of equipment and uniforms that were checked out to them.
- Account for all uniforms and equipment checked out to coaches and players during a season at season's end. Bill players who have uniforms that are missing or damaged beyond normal wear and tear.
- Authorize through the superintendent all purchases by coaches.
- Secure bids for the purchase of equipment when rule changes necessitate it or when old equipment is worn out.

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, fundraising, and student recruitment and retention.
- Oversee and organize fundraisers for the athletics budget.
- Participate in organizing and coordinating bus transportation with CDL drivers.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Perform any other duties that may be assigned by the administration.