

Athletic Director Job Description

Hired by: Head of School

Evaluated: Annually

Reports to: Head of School

FLSA: Exempt

The athletic director is responsible for setting the vision of a competitive athletic program, maintaining academic standards, and inspiring student-athletes to live out their Christian faith in competition and in life in ways that are consistent with the mission of the school.

Spiritual Maturity

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our Beliefs and Identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

School Programs

- **Oversee aspects of the athletic program, including:**
 - Hiring, supervising, developing, and evaluating coaches and athletic department staff
 - Ensuring coaches carry out the school's philosophy and mission of athletics
 - Scheduling events, games, practices, and facilities
 - Purchasing and controlling inventory for equipment and uniforms
 - Providing facilities oversight including upgrades and maintenance and working with other personnel and groups as part of the overall facilities plan for the school
 - Conducting preseason coach and parent meetings
 - Developing positive parent relationships through clear and effective communication
 - Developing relationships with high school and middle school student-athletes and offering programming to facilitate their development spiritually, physically, socially, and emotionally
 - Creating an annual business plan including submission of annual budget, revenue generation plan, and management of expenditures in accordance with the budget
 - Coordinating all aspects of sports information (e.g., online, social media, local press) in conjunction with the Office of Advancement and the head of school
 - Ensuring compliance with all professional and regulatory expectations (e.g., requirements for all coaches and student-athletes prior to participation in practice or athletic contests, Ohio Department of Education requirements, Ohio High School Athletic Association requirements)

Game Management

- Directing the setup, management, and post-event procedures for all athletic contests
- Confirming all contests and game officials prior to the event
- Handling game receipts and officials' payments
- Coordinating concessions including purchases, finances, and staffing

Professional Requirements

- Bachelor's degree required
- Prior teaching and/or coaching experience preferred
- Ability to plan, organize, execute, and evaluate department goals
- Strong communication skills, both written and oral

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)		X	
Heat (90 deg. F or higher)		X	
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise		X	
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/Running			X
Kneeling/Bending		X	
Reaching over shoulder		X	
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier			X
Computer/Printer			X
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data			X
Strong Communication (Oral/Written)			X
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature