



## Job Description

<b>Title:</b> Athletic Director	
<b>Reports To:</b> Dr. Jason Harrison	<b>Title:</b> Headmaster
<b>Supervises:</b> Assistant Athletics Directors / Athletic Coaches / Assigned Support Personnel	
<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor	<b>Employment Type:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

### **JOB SUMMARY:**

The goal of the Athletic Director is to supervise the operation of the entire athletic program, including the selection and evaluation of coaches in a Christian-like manner.

### **ESSENTIAL JOB FUNCTIONS:**

- Ensure that all FCS students, athletes, and coaches adhere to the FCS Statement of Faith at all practices and sporting events.
- Attend Athletic Association sponsored clinics held for athletic directors to update skills and techniques for the athletic program and keep the coaching staff and school informed of important decisions made by the Athletic Association concerning athletics and the participants.
- Be responsible for the eligibility of all players.
- Coordinate schedules of all sports including the scheduling of practices to avoid conflicts and ensure the best use of facilities and other resources.
- Approve or disapprove the use of money involved with financing the athletic program.
- Ensure the proper mailing of all correspondence involving schedules, eligibility, and contracts.
- Serve as liaison between Principal and coaches and assist headmaster in making athletic program decisions.
- Attend all athletic activities whenever feasible and assist with audience control, finance, and security of facilities.
- Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.

- Arrange transportation for athletic contest participants.
- Plan and supervise recognition programs for school athletics.
- Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
- Ensure that all required forms are turned in and are on file.
- Coordinate the acquisition of equipment and supplies necessary to conduct the program and maintain an up-to-date inventory of athletic equipment.
- Arrange for security, ticket sales, officials, and other resources necessary for home events.
- Oversee and work with booster clubs or other support groups of athletic activities.
- Act as the school's liaison with colleges, and universities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Professing Christian.
- Excellent public oratory skills.
- Planning and organizational skills.
- Positive leadership skills which will enhance the promotion of the total athletic program.
- Knowledge of Athletic Association rules, State statutes, State Board rules, and local School Board policies related to graduation requirements, college entrance requirements, and eligibility.
- Ability to schedule and coordinate a variety of activities.
- Knowledge and skill in developing and managing budgets.
- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree from an accredited educational institution. (Master's degree preferred)
- 5+ years of coaching experience and 5+ years of Athletic Director experience preferred.

**ADDITIONALLY:**

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the School's approved compensation plan. Length of the work year and hours of employment shall be those established by the School.

EVALUATION: Performance of this job will be evaluated by the Head of School.

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