



Athletic Director

Job Description

General Description

Calvary Christian School seeks to teach the whole child the whole truth in every aspect of our school. This successful candidate will be an integral member of our staff, a role model for students, staff, and the entire community. Customarily, lead administrators will join the fellowship of Calvary Baptist Church or already be a member. The highest moral and ethical standards are expected at all times both on and off campus. This enthusiastic individual will have the responsibility for the management and advancement of the Athletic Program of CCS as well as the implementation of school programs to meet the needs of students, teachers, and parents. He/She is employed as a role model for students, staff and the entire school community.

The purpose of the athletic program is to provide opportunities for students to grow in their response to God by developing their physical abilities and their character attributes.

In the leadership of the Athletic Program, it is essential that the Athletic Director be a servant leader, committed to the entire school program as part of the total Calvary ministry and have a clear testimony of a strong, growing relationship with Christ as personal Savior.

The Athletic Director is to have oversight of the athletic programs, including supervision of all personnel in developing and maintaining a viable program. With approval of the Headmaster, the AD hires and terminates all coaches.

This position supervises coaches, parent volunteers, student athletes, Booster Club, and sporting events/facilities.

Performance will be evaluated by the Headmaster, based on this job description and other duties as assigned by the Headmaster.

Organizational Relationships

The Athletic Director is part of Administration and reports directly to the Director of Operations.

Responsibilities

A. General

- a. Representing to the students, parents, faculty, and community the vision and direction of the athletic program.
- b. Developing a culture of disciple-making within the athletic program.
- c. Providing the leadership and organizational support for the entire Athletic Program, making sure that all sports are valued and successful.
- d. Recruiting, mentoring, developing, and evaluating coaches for all sports (elementary intramurals, middle school, and high school).
- e. Budgeting, managing, and coordinating the fiscal aspects of the income and expenses of the program (including Booster Club financial support) so the total program operates within its means.
- f. Arranging and scheduling appropriate facilities for athletic practices and events.
- g. Coordinating through coaches and the other Athletics Department staff the efficient and equitable use of transportation options.
- h. Leadership and supervision of coaches and physical education personnel in the strength and conditioning program in order to provide safe and competitive participation by students.
- i. Development, maintenance, and management of athletic buildings and fields.
- j. Coordinating with the Advancement Office, raise money for athletic programs and ensure funds are distributed appropriately to further the mission of the CCS Athletics Department. Coordinate email and social media communications through the Communications Office.
- k. Enhance all on-campus athletic events with music, promotions, and other considerations which contribute to the experience and enjoyment of the students and fans. All music played at sporting events is the

responsibility of, and under the jurisdiction of, the AD. An approved music list must be maintained and monitored.

I. Work with the Admissions Office to coordinate the screening and enrolling of prospective students recruited as part of the athletic program, including traditional on-campus and homeschooled students.

B. Supervision

a. Supervises all coaches (including intramurals), Athletics Department staff, the Booster Club, and volunteers; providing direction and advice.

b. First line intervention with coaches, student athletes, parents of athletes, and spectators.

c. Encourages and instructs athletes, students, and fans in good sportsmanship.

d. Arrange yearly training for all coaches.

e. Develop and maintain Athletic Handbook, Coaches Handbook, and Booster Club Bi-Laws.

C. Planning

a. Plan athletic programs for the entire year in relation to GAPPS regulations and the CCS school annual calendar.

b. Approve coach's scheduling of athletic events and practices.

c. Participate with other league Athletic Directors in planning, coordinating, and implementing league games, events, and activities.

d. Establish and maintain transportation guidelines for athletic travel, including travel dates, numbers for travel, departure and return times, vehicle scheduling, approved drivers, travel safety, and transportation calendar.

D. Staffing

a. Assist head coaches in the selection of assistant coaches and volunteers.

- b. Provide for orientation, direction and training of all coaches.
- c. As a servant leader, help the coaches succeed in their programs.
- d. Manage relationships with security and medical staff for all athletic events.

E. Administration

- a. Compile, verify, and send all GAPPS eligibility reports including all hardship requests for eligibility to GAPPS.
- b. Remain current on all rule and eligibility changes with GAPPS and the State of Georgia, and keep all coaches informed.
- c. Maintain file of student athlete records such as physical examination forms, rosters, eligibility forms, accomplishments, and awards.
- d. Plan and provide all officials for athletic events.
- e. Management of all athletic gear, practice schedules, competition facilities and locations, maintenance of athletic equipment, and recommended purchase and replacements.

F. Business and Financial Responsibility

- a. In collaboration with coaches from each sport, provide Headmaster and DoO a yearly program budget, as it fits within a long-range plan of at least three years.
- b. Arrange game gate attendants, manage and deposit gate money with CCS Business Office.
- c. Manage and promote athletic fundraising, including but not limited to Booster Club, local business advertisement, fundraising events, and overall branding of CCS Athletics.

G. Public Relations

- a. Serve as a spokesman and promoter of Calvary Christian School Athletics.

- b. Coordinate and assist visiting teams and arrange for needed services.
- c. Schedule and plan for athletic awards programs for each team sport.

Measurable outcomes are as follows:

1. Guide the Booster Club to work within their bi-laws to carry out vision for the athletic program.
2. Prepare a written 3 year plan for the athletic program with detailed budget estimations.
3. Enforce cleanliness of the student center and all other athletic facilities both on and off campus.
4. Maintain 24 hour communication protocol.
5. Develop a volunteer base and delegate responsibility to protect family and share leadership.
6. Follow through on assignments and provide updates to the DoO or Headmaster on sensitive issues.
7. Encourage student participation in CCS Athletics and grow participation numbers in conjunction with student enrollment.

Athletic Director Candidate Questionnaire

Thank you for your interest in CCS.

A. Please provide a cover letter introducing yourself, your experience in athletics and athletics administration, your faith, and your philosophy of athletics administration. Use as much space as is necessary.

B. Please answer the questions below; use as much space as is necessary.

1. What is the role of Athletics in a Christian school? In what way are we different from the public school athletic programs? Under your leadership,

what would keep Calvary's athletic program from conforming to the image of public, private or other Christian school athletic programs?

2. What are the pros and cons for CCS to move our membership to GISA/GIAA in the Fall of 2024? What are the pros and cons for CCS to remain with GAPPS instead of moving on to the independent school association?
3. How have you integrated your athletic program into the life of the school to align with the culture and priorities of the school and community?
4. Is there anything you wish to add as we consider your candidacy for Athletic Director.

12/2022