



Athletic Director

Job Title: Athletic Director

Reports to: Secondary Principal

Profile: The Athletic Director will lead the athletic and activities programs at Central Christian Academy at the junior high and high school levels. The Athletic Director will cultivate and build a consistent Christ-centered culture within all programs. The ideal candidate will have a vibrant Christian faith and be an energetic and positive leader exhibiting strong interpersonal, verbal, written, presentation, and computer skills. This position is full-time with benefits. Salary is commensurate with education and experience.

Spiritual Requirements:

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith, Biblical Lifestyle Statement, and Statement on Life, Marriage, Gender Identify and Human Sexuality
- Agreement with CCA's employee lifestyle statement
- Ability to teach biblical truth to students
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically
- Ability to communicate biblical truths to both students and adults.

Responsibilities:

- Provide leadership in building a Christ-honoring culture in all areas of athletics and activities.
- Oversee all coaching contracts and annually evaluate coaches for all sports-related activities.
- Build schedules for games, officials and court/field preparation for all sports programs.
- Provide administrative oversight (either by attendance or staffing of appropriate supervision) of games and events for all activities either home, hosted offsite or away.
- Provide weekly academic eligibility plan reports and communicate with Administration, faculty, parents and coaches.
- Adhere to all league and KSHSAA rules and bylaws as required.
- Serve as the school representative at league functions.
- Schedule and train volunteer workers for all home or hosted events.
- Provide oversight of athletic budgets by managing all purchases to ensure a positive overall balance for athletics.
- Serve as transportation director and oversee all transportation for games and activities and assist in coordination of proper maintenance and care of transportation fleet.
- Provide leadership for athletic booster club and coordinate, with the coaches, support for specific athletic programs.
- Provide leadership in fundraising for athletics and activities through proposal writing, individual solicitation and group fundraising events.
- Provide leadership in discipline issues that originate in practice or competition.
- Assist with oversight of activities such as hosting league music or vocal concerts, scholar's bowl meets, etc.

Professional Requirements:

- Ability to develop positive rapport with students, parents, and colleagues
- Ability to utilize school’s SIS program (FACTS) effectively to communicate and keep records
- Maintain a clean, attractive, and well-ordered environment
- Willingness to agree to follow policies and procedures set forth in the CCA employee handbook

Personal Requirements:

- Strong communication skills in both speech and writing
- Strong confidentiality in communications and personal information
- Ability to successfully collaborate with coaches, booster club and donors
- Recognition of the need for good public relations
- Ability to represent the school in a professional manner to its constituency and the general public

Education and Experience Requirements:

- Bachelor’s degree required
- Current teaching license and/or ACSI certification preferred
- Coaching experience preferred
- Athletic administration experience preferred

Physical Conditions:

- Primarily office environment with the ability to engage in the community as required. Supervision at school sponsored athletic events.
- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry for a duration of time. Ability to lift up to 50 pounds. The ability to use fine motor skills, including tactile, while performing a task.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Athletic Director position, and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

Applicants: Please apply [here](#)