



Athletic Director Job Description

Primary Purpose: To carry out the mission and vision of Triad Baptist Christian Academy by promoting an environment that encourages spiritual and academic growth of teachers and students, to motivate teachers to develop skills, attitudes, and knowledge necessary for success in the classroom; to establish good relationships with staff and parents; stay current with best practices in education.

Spiritual and Educational Job Requirements:

Graduation from a college or university which is recognized by ACSI
Hold an ACSI certification or be able to obtain one upon employment
Agrees and signs TBCA Statement of Faith
Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith

Supervisor: Headmaster

Duties for the job include, but are not limited to:

Essential Job Functions:

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model
- Conducts self in word, deed, and attitude that is consistent with the current mission, philosophy, and goals of the Academy; conducts self in a professional manner at all times
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and community-at-large
- Observes the Matthew 18 principle in conflict resolution; avoid a negative, critical spirit; take problems to the appropriate administrator as necessary
- Promotes the spiritual aspect of TBCA by encouraging students to have a personal relationship with Christ and encouraging a maturing of this relationship and by holding students accountable for Christian behaviors
- Maintains strict confidentiality in all aspects of the job including records, conversations, etc. Includes potential students and their families, current students and their families, and TBCA staff
- Maintains a professional image, and a neat and well-groomed appearance; wears staff school badge
- Schedules vacation days in advance so that adequate backup and supervision can be made available
- Reports absences due to illness or emergencies to the Middle/ High School Principal
- Follows all policies and procedures of Triad Baptist Christian Academy
- Serves in the ministry as a team player striving for unity in spirit and action
- Speaks with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion

Athletic Administration Responsibilities

- Prepares a master athletic budget and ensures that the athletic program stays within the budget
- Prepares a master sports calendar that includes conference and non-conference games/events
- Coordinates master sports calendar with master Academy calendar
- Coordinate gym, building, and athletic field use with the Academy calendar coordinator
- Coordinates gym and field usage among sports teams
- Works with the coaching staff and transportation supervisor to schedule all athletic departure times and provides bus supervision with trip sheets
- Takes care of travel arrangements and overnight accommodations for players or athletic teams and coaches
- Manages athletic events including set-up, clean-up, and ensuring events are safely managed
- Acts as a resource person and coordinator for all coaches
- Assists in supervision at home athletic contests or arranges for supervision if unable to attend a home event
- Assists in the selection of coaches for the athletic program
- Evaluates all athletic programs on an annual basis; make recommendations for improvements to the Middle/ High School Principal
- Completes an evaluation form and holds a conference with all coaches within three weeks after the conclusion of their sport season
- Secure game workers for athletic contests (clock operators, etc.)
- Mediates the resolution of problems, issues, and concerns that may arise between coaches and athletic programs
- Provides a channel through which students and the community may express their concerns about the athletic program
- Provides in-service for the coaching staff as needed
- Disseminates TBCA materials and enforces TBCA rules and regulations, including player eligibility
- Distributes athletic training rules yearly to all athletic participants
- Administers the school athletic code in a fair and consistent manner that is within the intent of the code
- Ensures adherence to all TBCA policies, administrative rules, procedures, and codes referring to athletics
- Attends monthly athletic conference meetings
- Oversees the athletic website

Coach Management Responsibilities

- Ensures all coaches are informed and follow guidelines concerning prayer, devotions, and other spiritual aspects of the program
- Provides parent surveys of coaches and coach surveys of the athletic administration within three weeks of a season-ending
- Meet with coaches to review the evaluations
- Provide informal observations of coaches

Financial Responsibilities

- Hires officials as needed
- Confirms officials' contracts
- Submits athletic expense request sheets for payment of officials and other workers to the Academy business office
- Coordinates the collection of rosters for program information as needed
- Ensures all athletes have paid athletic fee
- Coordinates buying of uniforms with coaches, business office, and Director of Communication

Record Keeping

- Collects, files, and notifies athletes and coaches regarding student eligibility as it pertains to the TBCA physicals and handbooks
- Collects and maintains on file a properly completed physical card for every student participating in athletics
- Collects and maintains on file a signed copy of student letters of intent

Student Recognition

- Coordinates the ordering of letter jackets, distribution of letters, chevrons, and other recognition symbols
- Orders post-season awards for each program
- Coordinate Sports Awards ceremonies

General Responsibilities

- Ensures adherence to medical and safety requirements
- Serves as liaison between TBCA and Booster Club
- Assists other administrators when needed
- Perform other duties as assigned

Required Certifications

- Must have a CDL with passenger endorsement
- Community CPR/First Aid certification
- Fire Safety Training
- Intruder Training
- Additional training as needed to support the growth of the athletic program

Signature

Date