

# Clarksville Christian School

## Athletic Director Job Description

2018-2019

### **Title: Director of Athletics**

### **Reports to: President**

**Overview:** The Director of Athletics will be responsible for supervising, mentoring and overseeing all coaches and all athletic programs. They will be responsible for the athletic budget, be the school's representative to the TNCAA & MTAC, work closely with coaches and oversee all fund-raising activities for athletics, insure that all coaches and their programs are conducted with Christian integrity, develop a vision for future plans in the department, maintain healthy communication lines with parents, coaches and the school, secure officials when needed and attend and oversee all sports banquets.

### ***Leadership***

- Provide overall vision and leadership for athletics
- Act as a resource person and coordinator for all coaches.
- Mediate the resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
- Provide a channel through which students and the community may express their ideas, suggestions, or concerns about an athletic program.
- Administer the school athletic code in a fair and consistent manner that is within the intent of the code.
- Ensure school adherence to all TNCAA & MTAC policies, administrative rules, procedures, and codes relating to and participation in athletics.
- Create a Student Athletic Advisory Council and work with students to develop student-athletes who are leaders on campus and work strategically to help solve problems and seek solutions to make athletics more effective

### ***Personnel & Staffing***

- Assist in the selection of coaches for the athletic program.
- Provide for in-service of coaching staff as needed.
- Evaluate all athletic programs on an annual basis. Make recommendations for improvement to the Principal and President of school.
- Complete an evaluation form and hold a conference with all coaches within three weeks after the conclusion of their sport season.
- Hire all officials for conference and non-conference contests.
- Confirm official's contracts and all non-conference contest contracts.
- Secure game workers for athletic contests, announcers, clock operators, score keepers, etc. and submit the list of contracted workers for that contest to the event supervisor prior to the event.

### ***Financial***

- Prepare a master budget and ensure effective management
- Supervise equipment inventories
- Submit athletic expense request sheets for payment of officials and other workers to bookkeeping office.
- Oversee and coordinate sports fundraising activities
- Identify and develop relationships with potential donors
- Play a lead role in fundraising for athletics in an effort to balance the budget (minimally) and create a surplus (optimally)

### ***Facilities & Travel Coordination***

- Prepare a master sports calendar that includes conference and non-conference games/events.
- Coordinate gym, building and athletic facility use with the main office and maintain the calendar.

- Coordinate gym use for practices and games and give final clearance for the use of either the gym or the athletic facility.
- Work with coaching staff and transportation supervisor to schedule all athletic departure times and provide bus supervision with trip sheets.
- Take care of travel arrangements and overnight accommodations for players or athletic teams (and coaches) competing in postseason competition.
- Coordinate the collection of rosters for program information as needed.
- Help with the organization of athletic training service provided by the TOA.
- Coordinate the ordering of letter jackets, distribution of letters, chevrons, other post season awards etc. and in planning award ceremonies

### ***General Administrative***

- Disseminate TNCAA/MTAC materials and enforce TNCAA/MTAC rules and regulations, including player eligibility.
- Collect, file, and notify athletes and a coach regarding student eligibility as it pertains to the TNCAA/MTAC physical forms and athletic code of conduct.
- Collect and maintain on file a properly completed physical form for every student participating in athletics.
- Distribute athletic training rules yearly to all athletic participants. Collect and maintain on file a signed copy of student athletic handbook agreement form.
- Attend monthly athletic conference meetings.
- Assist in supervision at home athletic contests.
- Secure and file the paperwork for requests involving the athletic department.
- Seek and recommend suitable competition for all non-conference events/games.
- Perform other duties as assigned.