

Job Description for Athletic Director

(updated: 11/19)

General

The Athletic Director shall be a Christian of good character and reputation who maintains membership in a local church.

The Athletic Director is a member of the Executive Administrative Committee, is hired by the Headmaster, and reports directly to the Headmaster.

The following is a description of duties which shall formulate the basis of the Athletic Director's evaluation:

Personnel

There are 5 key responsibilities in personnel for which the Athletic Director is responsible:

1. **Hiring:** Hire, supervise, develop and/or replace all coaches and designated athletic support staff;
2. **Oversight:** Oversee all coaching activities; ensure that all coaches and volunteers are approved through required background checks;
3. **In-service:** Assure that staff, volunteer coaches, and athletes are aware of school procedures and remain in procedure, especially regarding behavior in locker rooms, classrooms, on the field, or in school vehicles; develop in-service training as necessary;
4. **Job Descriptions/evaluation:** Develop appropriate job descriptions of all positions within athletic department; support coaches and staff in their duties; provide evaluations and feedback for staff and coaches
5. **Professional Development:** Provide professional development opportunities for key athletic staff;

Finance

There are 3 key responsibilities in athletic finance for which the Athletic Director is responsible:

1. **Budget creation:** Work with Executive Staff to develop appropriate budgets and provide allocations for each sport;
2. **Budget Management:** Work with Business Office to manage budgets; provide for the essential needs for all athletic squads;
3. **Equipment/uniforms:** Provide long-term *written* plans for maintaining and upgrading equipment;
4. **Booster Club:** It is *not* the responsibility of the Athletic Director to make financial "asks," or to operate a booster club; (this is handled through the Development Office)

Vision Casting & Development

There are 5 key responsibilities in athletic finance for which the Athletic Director is responsible:

1. **Leadership:** Set the tempo for the promotion and development of athletics in the school; work with admin, faculty and staff to promote the vision;

2. **Cooperation:** Assist the Headmaster in the creation a vision of athletics appropriate to the school; Serve as necessary as liaison to the Board for strategic planning;
3. **Networking:** Network in the community through personal contacts and through the appropriate conferences to develop personally, and to enhance New Covenant’s standing in the athletic community;
4. **Promotion:** Promote New Covenant athletics by making the athletic program visible and attractive to student athletes; serve as a visible, institutional authority for parents who have questions about athletics at the high school and college level;
5. **Inspire:** Inspire the parent community with leadership and vision;

Management

There are 4 key responsibilities in athletic finance for which the Athletic Director is responsible:

1. **Scheduling:** Perform all scheduling for games for every sport each season in compliance with Headmaster’s directives;
2. **Communication:** Maintain stability and predictability in the schedule and maintain communication with parents in all matters regarding Physical Education and the New Covenant Schools competitive athletic program;
3. **Transportation:** Oversees transportation of student athletes; work with staff to communicate and schedule school vehicles in efficient and safe manner;
4. **Compliance:** Ensure compliance with the school and athletic organizations that govern competition;

Teaching/Coaching

There are 3 key responsibilities in athletic finance for which the Athletic Director is responsible:

1. **Curriculum:** Oversee the physical education program and staff;
2. **Teaching:** Serve as instructor in the middle and high school as determined by the Headmaster, principal and academic dean; collaborate to develop course offerings in health, nutrition, fitness, etc.
3. **Athletic Development:** Develops interest in the athletic program by sponsoring camps in various athletic disciplines;

In summary, the Athletic Director serves to develop the athletic program at New Covenant Schools by vision casting, providing leadership and oversight to the program.