



High School Director of Athletics

Job Title: High School Director of Athletics

Status: Full-time/Exempt

Date: 2/13/2018

Reports to: High School Principal

Summary

Responsible for the development of the Athletics Program for 9th through 12th grade, including the vision, the philosophy, professional development of the coaching staff and coordination for each sport, both male and female. The High School Director of Athletics is the facilitator and mentor of a comprehensive athletics program, providing student athletes a quality sports experience in a whole-life learning and biblically-integrated environment.

Essential Functions

The tasks, duties, and responsibilities of this job include, but are not limited to:

Strategically Develop and Lead the Athletics Programs

- Responsible to lead the athletic programs 9th through 12th grade
- Lead the implementation of the athletics vision, mission and philosophy of athletics in a way that is consistent with the vision, mission and philosophy of King's Ridge Christian School (KRCS).
- Coordinate the scheduling of athletic contests and issuing of athletic contracts in collaboration with coaches, the High School Principal, Director of Facilities, HR Manager and Head of School.
- Develops professional relationships with counterparts in other schools to proactively bring consistency and best practice to athletic policy and program development.

Provide a Faith Integrated Sport Environment

- Ensure that the leadership, philosophy and activities of the high school athletic program reflect the KRCS commitment to a Christ centered, biblically-focused environment.
- Provide appropriate training to the staff, students and parent community.
- Monitor the high school sports related functions and activities to bring accountability for a faith based perspective, attitude and conduct.

Manage the Budget and Generate New Sources of Revenue

- Oversee the operations and expansion of the Sports Camping Programs.
- Manage the high school athletic budget and coordinate budgetary needs with the parent volunteer Athletic Association. Consult with all high school coaches to ensure that each sport has an equal opportunity to present their budgets and needs.
- Work with the Athletic Association on all administration issues and policies, including, but not limited to, fundraising and program needs.

Player Development

- Encourage and educate the high school student body, competing teams and guests on good sportsmanship.
- Work with coaches and the High School Principal in problems of discipline concerning athletics.
- Maintain files of all athletic documentation including achievements, awards, health records and disciplinary issues for high school teams ensuring each athlete “due process”.
- Partner with the High School Registrar and Admissions Office to monitor present, new and transfer students to ensure eligibility according to school requirements and the Georgia High School Association (GHSA) regulations.

Manage and Develop the Coaching Staff

- Conduct monthly coaches’ meetings concerning communications, planning, policies, coaching expectations and other pertinent concerns.
- Establish and execute professional development plans for all coaches and athletic department staff.
- Conduct annual coaching performance assessments and communicate evaluations to the High School Principal
- Work with the Program Coordinators (Varsity Head Coaches) in the recruitment, selection and training of all community coaches involved in the KRCS High School Athletics Program.
- Ensure all coaches function in compliance with all GHSA Community Coach Requirements.

Oversee the Management of Athletic Facilities, Supplies and Records

- Collaborate with the Director of Fine Arts, Director of Facilities, Principals and other area Athletic Directors to coordinate the scheduling and set-up of all athletic fields and buildings and set up for all school athletics activities.
- Responsible for purchasing, as well as maintaining annual inventory and records for all equipment, uniforms and supplies for the athletic programs.
- Attend state, regional, and national meetings as scheduled.

Manage Communications

- Develop and execute a communications plan to all coaches, staff and KRCS community in order to encourage the development of all high school athletic programs within the school.
- Collaborate with Communications to coordinate internal and external publicity and sports media relations.
- Responsible for production and/or oversight of all athletic publications and materials in compliance with school guidelines.
- Manage athletic website and social media content

Game Day and Event Management

- Responsible for contracting all game officials and coordinate with the Director of Facilities to cover emergency personnel (i.e. police, EMS) for high school home events.
- Maintain a presence at high school athletic events whenever possible, and work in conjunction with the Principal and staff to cover all home events.
- Coordinate and oversee school pep rallies in conjunction with the Student Government, Principals and Cheerleading sponsors.

- Responsible for the purchase of all athletic awards and organization of all high school athletic assemblies and awards banquets/programs in coordination with coaches and the Principal.
- Oversee bus/transportation for athletic events off campus
- Accountable for administering and communicating all NFHSAA, GHSA and KRCS activity and building rules and regulations to the KRCS staff and community.

Qualifications

Education

A minimum of Bachelor's Degree is required, Master's Degree in Physical Education, Sports Administration or related field preferred.

Experience

- 3 years' experience in athletic program administration required.
- 3 years' head coaching experience preferred.

Certifications

- Valid teaching certification preferred.
- NIAAA Certification preferred.

Skills and Knowledge

- Knowledge of the GHSA and other association's rules and regulations.
- Strong interpersonal, communication, and leadership skills.
- Strong ability to build teamwork and work collaboratively with others.
- Ability to think strategically in developing athletic programs by grade, gender and sport.
- Holistic knowledge of managing the community of sport including athletes, parents, coaches, and fans.
- Able to proactively and effectively manage and mitigate conflict.
- Strong attention to detail and logistics.
- Ability to develop long-term plans and programs, evaluate their success regularly and adapt them as necessary.
- Ability to make quick and sound decisions based on facts, the athletic philosophy and mission of the school.
- Business acumen and experience in identifying and implementing revenue generating programs, including, but not limited to: sports camping, spirit wear, and sponsorship programs.

Other

Ability to serve in a 12-month role.

- Teach a minimum of 1 class.

Key Relationships

Internal

The High School Director of Athletics must create a positive working relationship with all student athletes, coaches, and staff.

External

The High School Director of Athletics actively represents the school to the public through engagement with parents, the Athletic Association, spectators, community sponsorship and vendors.

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to possess a strong Christian commitment, support the mission and vision statements of King's Ridge Christian School, and to contribute to the overall life of the school.

For More Information

Please visit our KRCS Careers page at <https://www.kingsridgecs.org/about-us/careers>