

Job Title:	Athletic Director
Department:	Athletics
Supervisor:	High School Principal/Head of School
Job Type:	Full-Time, 12 months
Employment Classification:	Exempt
Supervisory Role:	Yes

Job Summary

The Athletic Director is responsible for the development, initiation, management and administration of all Athletic programs, activities and allocation of resources. This includes programs, coaches and staff, administration and control of expenditures, fund raising, and the management of athletic facilities. The Athletic Director has primary responsibility for creating and offering programs that exemplify Dayton Christian School Statements of Philosophy, Mission, Vision, Values and Faith as well as present a standard of excellence within the community.

Essential Job Functions

- Spiritual
 - Demonstrate spiritual development in attitude, actions, and speech, showing a consistent walk with Jesus Christ by responding to the ministry of the Holy Spirit within.
 - Exhort and encourage athletes and coaches to grow spiritually and to see athletics as a means to spiritual growth and not an end to itself.
 - Share and facilitate the overall vision of the Dayton Christian School and the Athletic Program with those under his/her supervision.
- Organizational
 - Administer the athletic program in a manner consistent with the rules, regulations, and requirements of the OHSAA, the Southwestern Buckeye League (SWBL), and DCS.
 - Constantly evaluate the process and products of the program and adjust when necessary to align with the spiritual goals.
 - Promote a balance within and between curricular and extracurricular (academic, fine arts performance, and sporting disciplines).
 - Build strong personal relationships both inside and outside of the school family in order to promote the school community. (Romans 12:18)

- Maintain and oversee compliance of the athletic brand standards. Communicate brand standards with coaches, Athletic Booster Club, and other athletic personnel.
- General Duties
 - Promote school spirit, pride, and programs to current and prospective individuals.
 - Oversee all athletic communication throughout the school.
 - Represent the school at athletically oriented community functions.
 - Oversee the sports award program.
 - Approve spending for athletic teams by Athletic Boosters.
 - Represent DCHS at OHSAA and ACSI meetings and at other meetings directed by the principal.
 - See that student athlete behavior and habits are conducive to proper maintenance and protection of school property. Establish and maintain a safe and secure environment in athletic facilities/on athletic grounds.
 - Ensure athletic department facilities are in compliance with Ohio School Inspection Program.
 - Fulfill other duties as assigned by the head of school.
 - Assist with ordering supplies, equipment, uniforms, and other athletic needs. Maintain good working relationships with athletic vendors.
 - Create, coordinate, and oversee the team online spirit wear shops.
- Coaching Staff
 - Hold conferences with each coach and provide him/her with assistance in interpreting the abilities and needs of student athletes.
 - Ensure the coach/advisor of each high school sport meets all of his/her responsibilities.
 - Supervise the Assistant AD and all varsity coaches/advisors.
 - Evaluate personnel under his/her supervision annually after each season and recommend retention or dismissal to the high school principal.
 - Orientate coaches/staff members to his/her ministry by personal interview with each assigned staff member to establish goals and objectives for each school year by acquainting each coach/staff member with the Faculty/Staff and Student Handbooks.
 - Direct the attention of the coaches in the execution of his/her responsibilities as it pertains to the athletes, the parents, and the administration.
 - Participate in the interview and hiring of all coaches in his/her building.
 - Oversee the professional development of coaching staff.
 - Assume responsibility for the general health and safety of the athletes and staff at athletic events and practices:
 - Ensure all coaches are current in First Aid and CPR requirements.
 - Orient the coaches/staff and athletes to safety measures.
- Scheduling Activities
 - Oversee the development and distribution of practice and game schedules.
 - Conduct the seasonal parental meetings.
 - Coordinate on the planning, scheduling, and confirmation of all practices, games, and related activities.
 - Maintain the athletic calendar.

- Admissions
 - Work with the Admissions department regarding open house events and meeting prospective students.
- Financial
 - Prepare and maintain the athletic budget.
 - Requisition, distribute, store, maintain inventory and allocate all athletic equipment, uniforms, and supplies for the high school athletic program.
 - Execute fiscal responsibility with signature rights and signature rights of refusal for accounts assigned by the High School Principal.
 - Monitor contracts for athletic facilities used by DCS. Initiate contracts for facilities as directed by the DCHS Principal/Superintendent.
- Clerical
 - Oversee all correspondence pertaining to athletics in the school.
 - Oversee all summer athletic camps.
 - Obtain officials (grades 7-12) and paid workers for each game and arrange for their payment.
 - Facilitate coaches ability to find non-paid volunteers for games (clocks, scoreboard, tickets, timers, etc.).
 - Prepare and provide input for updating staff and student handbooks as it relates to the Athletic Department and Program.
 - Maintain statistics and records of the accomplishments of teams and individuals.
 - Oversee DCS Athletic Department security, maintenance, and cleanliness.
 - Supervise maintenance of athletic eligibility records of each athlete and report the eligibility in accordance with state requirements and school directives.
 - Arrange for and ensure that all athletic areas are properly prepared for contests and practices.
- Facilities
 - Manage the usage, repair, and maintenance of high school athletic facilities.
 - Oversee transportation arrangements.

Core Competencies

- **Adaptability & Accountability:** Adapts to changes in the work environment, manages competing demands, open to criticism and feedback, changes approach or method to best fit the situation, and takes responsibility for own actions.
- **Analytical Skills:** Synthesizes complex or diverse information, prioritizes projects, and determines best way of meeting deadlines and requirements.
- **Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, and arrives at meetings and appointments on time.
- **Business Ethics:** Works with integrity and ethically, upholds organizational values, and abides by written policies.

- **Communication:** Ability to communicate clearly and effectively in English and take direction from supervisors. Expresses ideas and thoughts both verbally and in written form, exhibits good listening skills and comprehension, responds well to questions, and writes clearly and informatively.
- **Compliance:** Within specified functional area of authority, is personally accountable to understand and ensure regulatory and policy compliance with state and federal requirements in accordance with their respective job duties and responsibilities.
- **Confidentiality:** Maintains a high degree of confidentiality.
- **Customer Service:** Provides prompt and high-quality service to team members, vendors, and internal/external customers. Ability to remain calm in stressful situations. Resolves service issues in the assigned project/department in a timely and professional manner.
- **Independence of Action:** Sets goals and determines how to accomplish defined results with some guidelines. Follows precedents and procedures.
- **Judgment:** Displays willingness to make decisions timely, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process, and takes responsibility for communication including what is heard.
- **Organization:** Maintains clean, functional workspace, continuous workflow to meet daily/weekly/monthly deadlines.
- **Teamwork / Morale:** Treats others with professionalism, gives and welcomes feedback, inspires the trust of others, displays a solution-driven mindset, offers assistance and support to co-workers consistent with this role, works cooperatively and collaboratively in group situations. Engages consistently in professional behavior.
- **Training:** Completes Company-required training timely.
- **Leadership & Management:** Leads collaborative teams for projects or groups both internal and external to business and across functional areas. Reacts well under pressure. Develops subordinates' skills and encourages growth by providing relevant feedback and coaching. Carries out required performance management processes and timekeeping oversight responsibilities. Identifies disciplinary situations or employee conflict and manages communication appropriately. Assures confidential interchange with subordinates as appropriate. Demonstrates and instills in others an appropriate sense of urgency commensurate with business need. Recruits and retains high quality team members.

Other Duties

- Attend staff, departmental, and other required meetings and trainings.
- Other duties as assigned.

Qualifications, Experience, and Education

- Born again believer with an active personal relationship with the Lord Jesus Christ; demonstrated commitment to a Christ-centered lifestyle as outlined in the DCS Handbook.

- Commitment to upholding the school's values and mission and administrative policies and procedures.
- Ability to handle sensitive information with discretion and confidentiality.
- Must demonstrate ability to carry tasks through to completion to achieve desired outcomes.
- Able to make decisions, work independently, and identify work priorities to focus on and tasks that require immediate attention.
- Able to work closely with others – demonstrating flexibility, unity, teamwork, and sensitivity to the needs of others.
- Applies the Matthew 18 principle and encourages the staff, students, and families to do the same.
- Excellent communication, organizational, and interpersonal skills
- Working knowledge of high school athletics
- Ability to maintain emotional control under stress while retaining a clear focus on the immediate needs of those we are privileged to serve.
- Serve as a role model for student athletes. Exercise responsible leadership at all times. Demonstrate responsibility, fair play, citizenship, respect and courtesy.
- Background check
- ODE Pupil Activity Permit (can be acquired after employment)
- Certifications (can be acquired after employment)
 - CPR & AED
 - First Aid, Health & Safety or Sports injury prevention training
 - NFHS "Concussion in Sports" training
 - Fundamentals of Coaching training
 - Sudden Cardiac Arrest/Lindsay's Law
 - Mental Health & Suicide prevention

Working Environment and Physical Requirements

Physical/Environmental Considerations:

- Ability to move about the building and athletic facilities including climbing stairs.
- Ability to lift and move objects weighing up to 25 lbs.
- Ability to physically respond to emergency situations (fire, tornado, student protection from intruders, etc.)
- Ability to operate or ride in a vehicle.
- Ability to travel to meetings and work assignments.
- Requires sustained periods of sitting, standing, and walking up to five miles daily.

Environmental Considerations

- Potential for interactions with aggressive, angry, rude, disruptive, or unpleasant individuals.
- Potential for exposure to extreme temperatures and adverse weather conditions.
- Potential for exposure to bloodborne pathogens and communicable diseases.
- Potential for exposure to loud noises, odors, slippery/uneven surfaces, chemicals, moving parts, etc.

This job description is designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements to clarify the general nature and scope of the stated role as part of the overall organization. The job description does not list all the tasks they might be expected to perform. It does not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed.

Acknowledgment

I, _____ (Print Name) understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Dayton Christian School reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date