

Cross Lanes Christian School

JOB DESCRIPTION -- ATHLETICS DIRECTOR

GENERAL DESCRIPTION:

1. Serves at the direction of the Administrator of Cross Lanes Christian School and reports directly to the person in that position.
2. Oversees the athletics program of Cross Lanes Christian School. This activity includes scheduling, budgeting, working with the financial officer of the school on all accounts receivable and accounts payable and doing the financial planning and record keeping to support the athletics program.
3. Possesses a minimum of a bachelor's degree and two (2) years of experience in Christian education and two (2) years of experience in athletics and/or physical education.

TERM:

Responsibilities for the Athletics Director begin with the first day for teachers (according to the official academic calendar) and extend until the last day of the academic year for teachers. The Administrator will determine the need for occasional work during the summer months, and the Athletics Director will be adequately and accordingly compensated.

SPECIFIC RESPONSIBILITIES:

Planning: The Athletic Director shall provide the appropriate leadership to oversee the school's athletics program. **He shall work directly with the Administrator in insuring that conflicts in the schedule are minimized.** He shall be accountable to the Administrator for his actions and shall keep him informed about activities in the athletics department. In fulfilling this responsibility, he shall:

1. Complete an athletics budget at the beginning of the year to ensure the financial stability of the program.
2. Work with the Administrator to make sure that **personnel hired to coach any sport conforms to and upholds the standards of this institution.** All athletic personnel must be presented to the School Board for approval prior to an agreement between CLCS and the individual(s). All Athletic personnel are expected to meet the minimum expectations for church attendance and involvement. A yearly Pastor's reference verifying the expectations will be required. All athletic personnel must submit to a criminal background check prior to being assigned a duty.
3. Complete a schedule of games for each sport that complies with the standards of the athletics manual.

4. Schedule a plan for the acquisition of new uniforms as needed.
5. Maintain acknowledge of activities with the West Virginia Christian Athletics Association, its policies and attend required meetings.
6. Plan for making the improvements in the school gymnasium and athletic fields as a means of eliminating liability risks and unsightliness.
7. Maintain an appropriate level of communication with media, contributors, alumni, and friends of the school.

Organizing: The Athletic Director shall take the resources afforded him and effectively operate a program that complies with the mission of the school and brings glory to the name of Jesus Christ. In accomplishing this responsibility, he shall:

1. Ensure that coaches have the skill to effectively handle and guide the team to improve and to learn lessons that the sport has to offer.
2. Ensure that teams are properly equipped to represent the school in a way that will not bring reproach upon the school or upon God.
3. Ensure that proper communication is maintained with parents of student-athletes by informing them of schedules of games, practice schedules and travel arrangements.
4. Ensure that equipment, including uniforms, is properly maintained by the Athletic department personnel so that maximum use might be gained.
5. Provide leadership in athletics' fund raising.
6. Lead the staff in complying with rules and regulations by coaches, friends, and supporters of the school.
7. Utilize personnel available to address issues of safety in any athletics venue and to maintain safe and clean conditions at all times.
8. Ensure that proper game personnel are assigned for each athletics contest: officials, admission, concessions, public address, game clock, and scorekeeper.
9. Provide game management including preparation of facilities to ensure the facility is ready for the contest to be played and that all facilities are clear and ready.
10. Ensure the safety of students and fans by instituting all reasonable safety measures for gym activities.

Allocating: The Athletic Director shall allocate the financial resources available to him to effectively accomplish the goals of the athletics program. In accomplishing this, he shall:

1. Work with the finance officer for the ministry in preparing an annual budget.
2. Oversee the daily monitoring of the budget including all expenditures of funds from the athletics account.
3. Prepare a financial report monthly for the School Administrator that details all expenditures and receipts for the athletics account.
4. Maintain frequent contact with the finance manager for the ministry as a means of tracking and conforming to the planned budget.

Evaluating: The Athletic Director shall conduct appropriate evaluations with coaches and administrators to ensure that the athletics program conforms to the philosophy of the school. In accomplishing this responsibility, he shall:

1. Meet with each coach after their seasons to evaluate accomplishments and identify the necessary improvements for the advancement of the athletics program.
1. Establish and maintain contact with the alumni to explore their desires for the enhancement of the athletics program.
3. Complete a self-evaluation in terms of the guidelines written in the athletics' manual.
4. Involve student athletes, parents of athletes, coaches, teachers, the Administrator, the Administrative Assistant and the school board in an annual evaluation of the athletics program.

Spiritual Life: The Athletic Director must maintain a positive Christian testimony in his personal life. In doing this, he shall:

1. Maintain an active church attendance for public worship and service to God.
2. Refrain from both public and private patterns of sin that will be harmful to his personal testimony and harmful to the ministry of the school.
3. Maintain a wholesome relationship within his family, including children and spouse, so that his testimony will not be hindered.
4. Keep children in subjection to parental authority in accordance with the Biblical pattern.
5. Provide a Christian setting and a Christian education for his children and thereby convince others of his commitment to Christian education.