



The Christ School

Position Description

Position Title: Director of Athletics

Reports to: Head of School

Hours: 12 Month Employee

Required Qualifications:

- A deep faith in Jesus Christ as Lord and Savior and acceptance of the authority of Scriptures as a guide for faith and living
 - Actively pursues spiritual growth through personal devotions, Bible study, church involvement, etc.
- Understand and actively support The Christ School mission, vision, and defining characteristics
- Bachelor's degree or higher from an accredited college/university
- Proficiency in GoogleSuite (docs, sheets, gmail, calendar)
- Highly effective verbal and written communication skills
- Demonstrate professionalism and confidentiality in all aspects of the job
- Must be able to effectively traverse possibly uneven ground
- Must be able to ascend/descend multiple flights of stairs and transport about 10-15 pounds

Qualifications:

- The ideal candidate will have:
 - A degree in physical education, sport management, or kinesiology
 - Head coaching experience at the Middle, Highschool, or Collegiate Level
 - At least 5 years of leadership experience preferably in an independent, Christian school.
 - A CDL (Commercial Drivers License) is preferred but not required.
 - Will serve as a member of the school Administrative Team.

General Responsibilities:

The Director of Athletics and Student Conduct is responsible for all sports programs/activities and transportation related to The Christ School. Responsibilities include but are not limited to:

- Serve as part of the School Leadership Team in the planning and implementation of the school's mission and vision as directed by the Head of School, assisting in advancing the school's Christ-centered mission by actively seeking a personal growing relationship with Jesus Christ and continuously modeling and articulating an emphasis on developing a Biblical life and worldview for all students.
- Be a visible presence in all areas of the school while keeping the head of school informed of the general sports programs and activities. Keep the entire school community informed of the various sports programs and proactively work with parents and faculty/staff to resolve issues that may arise. Communicate the behavior guidelines, dress code expectations, and other information necessary to ensure that all constituent groups are fully informed consistent with their individual roles. Oversee the implementation of policies related to athlete conduct and sport uniform dress; monitor students' grades and adherence to school rules in step with the Athletic and School Handbook.
- Develop and lead the physical education teachers and sports' coaches in the articulation of the school mission, school goals, department goals, and team/sport objectives. Supervise PE coaches, Head/Assistant Sport Coaches, and Volunteers. Make recommendations to the head of school regarding the hiring, retention, and the assignment of physical education teachers, coaches, and volunteers.
- Assist with the development of the budget for the athletic program. Consistently work to improve the athletic programs in step with the schools missions and strategic plans.
- Coordinates the use and maintenance of all school vehicles including non-CDL 15 passenger shuttles and a Commercial 77 passenger Bus. Act as the dispatch for the Driver of the school bus and for Coaches as they transport students.
- Drives the Bus and other duties as assigned.