Columbia Christian Schools
High School Athletic Director Job Description

I. General Description

The High School Athletic Director is to have the oversight of the athletic programs for all high school sports including supervision of all personnel in developing and maintaining a viable program. With approval of the Superintendent hires and fires all coaches.

This position supervises high school coaches, parent volunteers, student athletes and high school sporting events.

This at will position shall require four periods per day for scheduling, administration and one teaching block.

Performance will be evaluated by the Superintendent based on this job description.

II. Qualifications

A. **Educational:**
A Bachelor degree in related field is recommended.

B. **Spiritual**
Displays a strong personal faith in Jesus Christ impacting the entire athletic program.

C. **Personal:**

1. Ability to work and cooperate with other staff members, parents, and students
2. Must possess administrative skills and possess and convey leadership qualities

D. **Professional**
1. Must be self-motivated and well organized
2. Needs to portray experiences in the areas of Physical Education, athletics, scheduling, and coaching skills

III. Responsibilities

A. **Supervision**

1. Supervise all high school head coaches providing direction and advice
2. First line intervention with coaches, student athletes, parents of athletes, and spectators
3. Encourages and instructs athletes, students and fans in good sportsmanship
4. Arrange yearly sensitivity training for all coaches and players.

B. **Planning**

1. Plan High School athletic programs for the entire year in relation to OSAA regulations and CCS school annual calendar
2. Approve coach's scheduling of athletic events.
3. Participate with other league athletic directors in planning, coordinating and implementing league games, events and activities
4. Advise and coordinate with elementary and junior high athletic director
5. Work closely with CCS office manager ensuring all high school athletic events are on the master school calendar.
6. Work in coordination with transportation director to plan high school athletic travel, including travel dates, numbers for travel, departure and return times

C. **Staffing**

1. In consultation with the Superintendent, makes recommendations for the hiring of high school head coaches
2. Assist high school head coaches in the selection of assistant coaches and volunteers
3. Provide for orientation, direction and training of high school coaches
4. As a servant leader, help the coaches succeed in their programs

D. **Administration**

1. Compile, verify, and send all OSAA eligibility reports including all hardship requests for eligibility to OSAA
2. Remain current on all rule and eligibility changes within OSAA and Valley 10 League and keep all coaches informed
3. Maintain file of student athlete records such as physical examination forms; rosters; eligibility forms; accomplishments and awards
4. Order all letters and sports awards needed through recommendation from each high school head coach
5. Plan and provide for all officials for high school athletic events
6. Management of all athletic gear; schedule practices and competition facilities and location; maintain athletic equipment and recommend purchase and replacements

E. **Business and Financial Responsibility**

1. In collaboration with coaches from each sport provide superintendent a yearly program budget
2. Arrange game gate attendants; manage and deposit gate money with CCS business office.
3. Develop and implement a comprehensive marketing strategy including but not limited to a booster club, local business advertisement, fund raising and overall branding.
4. Works with the Superintendent for the development and implementation of state tournament budget, monies and arrangements

F. **Public Relations**

1. Serve as the spokesman and promoter of athletics at Columbia Christian Schools
2. Coordinate and assist visiting teams and arrange for needed services
3. Schedule and plan for sports awards programs at season end of each high school sport