

Community Christian School – Athletic Director Job Description

Community Christian School's mission is to introduce students to Christ and develop Christian character through spiritually dynamic and academically challenging programs, preparing them to go out to be godly leaders who will make a difference for Christ. Community CCS is a mission of Community Bible Church.

The Athletic Director serves as a leader supporting the mission of CCS, and ultimately the mission of CBC. Community Bible Church's mission is to bring the hope of the Cross over to as many communities of people as possible through the power and love of Jesus Christ.

Title:	Athletic Director	Contract Period:	12 months
Reports to:	Headmaster	Hours:	Full time
Supervises:	Athletic Coaches and Athletic Volunteers	Overtime:	Exempt

Qualifications:

- Received Jesus Christ as personal savior.
- Member and regular attender of Community Bible Church.
- Recommended Bachelor's degree from accredited college or university.
- Three years administrative, managerial, or supervisory experience or five years successful teaching experience.
- Three years of Athletic Head Coaching experience.
- Computer knowledge of Microsoft Office package.
- Must be able to communicate effectively in a positive, professional manner.
- Demonstrated success working with and through people, in establishing goals, objectives and action plans to produce expected end results.
- Displays personal faith with deep respect for matters of faith and spirituality in faculty and students.
- Must hold/obtain Georgia CDL and be able to drive school busses as needed.

Responsibilities:

- Responsible for public relations and publicity/marketing of the athletic program.
- Plan, organize and implement the teaching fundamentals, strategies, rules, and proper conditioning for each athletic sport.
- Provide an atmosphere conducive to good sportsmanship.
- Compile and maintain accurate individual and team performance records. Oversee awards procedures according to school protocol.
- Effectively mentor coaching staff.
- Ensure that adequate supervision is provided for all student athletes involved in the program.
- Issue, collect, inventory and store equipment consistent with department guidelines.
- Coordinate scheduling of practices and games with the principals, league, and other schools to ensure academic class time is protected.
- Work effectively with other CCS and CBC Departments to promote CBC & CCS events: TnT, Eggstravaganza, Open Houses, etc.
- Effectively communicate athletic department information on a timely basis with athletes, coaches, parents and school administration.
- Handle all athletic program interactions and athletic event scheduling with the appropriate schools, coaches, athletic organizations and referee associations.
- Oversee athletic fields and gymnasium operations.
- Serve as a member of the Administrative Team.
- Work with Headmaster planning and meeting athletic budget.
- Perform other duties and responsibilities as assigned by the Headmaster.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive of all duties, responsibilities, and qualifications required of employees to this job.