

Riverside Christian School
Athletic Director
Job Description

Overview

The Athletic Director (AD) works under the supervision of the High School Principal. The AD will develop an athletic program that promotes athletic, spiritual, and social growth for athletes and coaches. The AD is responsible for the initiation and operational management of the athletic program for RCS. The AD serves as the spiritual leader for student-athletes and is committed to applying biblical principles to athletics.

Personal Qualifications:

1. Committed to a consistent daily walk with Jesus Christ.
2. Follow the Matthew 18 Principle in dealing with student-athletes, coaches, faculty, parents, and administration.
3. Possess the ability to work effectively with parent, student-athletes, coaches, and other school staff to develop a unified and successful athletic program.
4. Demonstrate the ability to accept and carry out responsibilities, make competent and professional decisions, and use critical thinking skills to problem solve.

Professional Responsibilities:

1. Supervision of Coaches
 - a. Find, recruit, and recommend coaches to Administration for hire.
 - b. Encourage coaches to develop goals and a general plan for the development of skills and Christian character in the athletes in their sport.
 - c. Inform coaches of current certification and clearance requirements and ensure they meet those requirements.
 - d. Ensure contracts are issued to coaches and receive back from them.
 - e. Meet with coaches on coaching philosophy, team rules, lettering policies, policy compliance, program improvement, and program needs. Keep team rules and lettering policies on file.
 - f. Oversee the development of the practice schedule of each sport.
 - g. Observe coaches in practice and in competition for sport knowledge, coaching practices, and ability to “walk in a manner worthy” of Christ.
 - h. Notify each coach of ineligible athletes according to policy.
 - i. Meet with each coach at the end of the season to review the season.
 - j. Make recommendations to the Administrator on assignment of coaching positions and position openings for the next school year as soon as possible.
2. Supervision of Athletic Programs
 - a. Provide each program with fair attention, supplies, equipment, and facility opportunities.
 - b. Coordinate scheduling of all athletic programs and events.
 - c. Secure, authorize, and present payment for game officials.

- d. Recruit volunteers to supply and run concessions, to collect admission fees, to keep score, to maintain stats book, etc.
 - e. Attend every Home game/match/meet.
 - f. Ensure only prior approved music by RCS administration is played publicly.
 - g. Work with coaches to make, maintain, and publish practice and competition schedules for each team.
 - h. Coordinate the athletic presentations for the awards at the RCS sports awards ceremony.
 - i. Maintain Success Plaques in the Gym
3. Supervision of Athletes
- a. Maintain accurate and up to date records of student physicals.
 - b. Ensure all student-athletes are registered and on file in principal's office.
 - c. Request a list of ineligible students every Friday from High School Principal.
 - d. Work with student-athletes, parents, coaches, and Administration to secure athletic exposure and college scholarships for talented student-athletes when applicable.
4. Supervision/Acquisition of Athletic Facilities & Finances
- a. Ensure proper care of uniforms and equipment is maintained by setting up procedures.
 - b. Develop a process to ensure there are enough uniforms for the sport and establish a schedule by which new uniforms are purchased if finances allow.
 - c. Attend RCS Athletic Committee meetings.
 - d. Prepare an Athletic budget to be approved by Superintendent before final RCS Budget is passed.
 - e. Oversee the administration of the athletic budget.
5. Supervision of Transportation & Lodging
- a. Work with Bus Coordinator to arrange all transportation for away meets/games.
 - b. Arrange lodging for RCS teams participating in tournaments.
6. Supervision of Public Relations.
- a. Establish and maintain relationships with the media for athlete and school reports to the community.
 - b. Collect and maintain all athletic records, including team records, individual records, letters and awards, etc.
 - c. Handle all correspondence pertaining to athletics.

7. Supervision of Policy Compliance
 - a. Have on file League Handbook and ensure compliance with athletic policies and procedures.
 - b. Following due process, work to revise changes as needed to RCS policies and procedures in the Student Athletic Handbook and update as needed
 - c. Attend all necessary league meetings.
8. Supervision of Athletic Communication
 - a. Distribute WIAA or other league incoming communications as appropriate.
 - b. Distribute competition and practice schedules as appropriate.
 - c. Notify all parties of competition schedule changes.
 - d. Report any major injuries, violations, or incidents to the High School Principal.
 - e. Report non-compliance of any governing policies to the High School Principal
 - f. Distribute current copies of team rules and lettering policies to the High School Principal.