

# Athletic Director

---

## Reports to Head of School

Position purpose: The athletic director shall be responsible to implement policies and procedures as stated in the athletic department handbook. Also, the athletic director shall oversee the day-to-day operations within the department.

## Qualifications:

- Be a born again, consecrated Christian, dedicated to the purpose and goals of the Christian school.
- Possess a clear ability to interact effectively with peers and supervisors as a member of the school staff team.
- Have a genuine desire to bring leadership to the school, its staff, parents, and students that is Christ-honoring and uplifting in every way. Demonstrate ability to provide this leadership in the area of athletics and physical education.
- Possess the ability to organize and develop a records management system.
- Possess the ability to supervise and evaluate others, to enforce policies and follow prescribed procedures, and to make timely and difficult decisions and effectively communicate them.
- Have ability to organize and direct the boys' and girls' interscholastic athletic program.
- Have had successful experience as a teacher in physical education and in interscholastic athletics as a coach, official, administrator, or athletic director.
- Possess ability to make effective public presentations, written and oral, and to develop and maintain satisfactory relations with school personnel at all levels.
- Have ability to foresee needs and initiate programs to serve school needs.
- Possess or be eligible for Kansas certification in physical education in grades 7-12. Have had a minimum of three years of successful teaching or coaching experience or equivalent, preferably in a Christian school.
- Possess evidence of other adequate preparation, background, or experience as determined by the principal or superintendent.

## Administrative Relationships

- Supervise and assist coaching personnel and athletic department volunteers.
- Serve as a Maranatha representative to KSHSAA and other athletic organizations to which the school may belong.
- Ensure that Maranatha complies with all rules, regulations, and directives of KSHSAA.

## Athletic Program Responsibilities

The athletic director is directly responsible for planning, organizing, implementing, and conducting the overall athletic department operations.

## Personnel

- Recruit, interview, recommend for hire (with principal approval), train, supervise, and evaluate qualified coaches for all Maranatha Christian Academy (MCA) interscholastic athletic teams, including cheerleading squads.
- Ensure the MCA coaches:

- Have a completed MCA coach application on file
- Are Christians attending an evangelical church
- Have received or will soon receive acceptable training to meet KSHSAA recommended minimum standards for coaches certification
- Receive a copy of the athletic department handbook and an orientation on its contents
- Consistently enforce the rules, procedures, and guidelines found in the athletic department handbook
- Consistently notify the local newspapers of contest results promptly following the contest
- Cooperate with the counseling office to keep college coaches informed of students who have potential to compete in athletics at the college level.
- Secure and confirm game officials for all home contests.
- Secure and confirm game and tournament management personnel (i.e. hosts, tickets, gate/door re-admissions, security, concessions, etc.) for all home athletic contests and events.

### **Scheduling**

- Coordinate with coaches and schedule all interscholastic athletic contests, tournaments, trips, clinics, camps, practices, and scrimmages.
- Secure, confirm, and schedule facilities for all the events listed in No.1 in which MA acts as the host school.
- Schedule, provide, and coordinate school transportation to athletic practices and contests as needed.
- Schedule and coordinate sports awards events.

### **Finances**

The athletic director shall submit a recommended budget for the athletic department and recommend expenditures (via a purchase order) within the approved budget.

### **Equipment/Uniforms**

- Be responsible to ensure the purchase, distribution, inventory, and repair of equipment and uniforms for use within the athletic department.
- Provide coaches with a written list of equipment and uniforms that were checked out to them. Coaches shall sign for the materials and return same at the end of the season.

### **Communications**

- Review and revise the athletic department handbook on an annual basis and submit the handbook to the principal for approval.
- Promptly notify coaches, school office personnel, officials, principal, bus driver, and other appropriate personnel of additions, cancellations, or date/time changes in the athletic contest schedule that would impact their responsibilities or calendar.
- Inform coaches and administration of pertinent rules, directives, decisions, etc. emanating from KSHAA or other organizations.
- Keep coaches informed of student athlete eligibility status.
- Publicize students and teams who receive awards via school newsletter, press releases, and any other appropriate means.

### **Record Keeping**

- Maintain an accurate on-going record of:
  - Students' athletic participation (i.e. annual team rosters, letter winners)

- Team and coach win/loss records, championships, play-off performances
- Student athlete individual awards from team, league, tournaments, newspapers, etc.
- School athletic statistical records
- Student athlete eligibility status
- Maintain a calendar of events affecting the interscholastic athletic program to include:
  - Dates, times, locations, and level of contests
  - Beginning and termination dates of practices and tryouts
  - Facility utilization

### **Professional Responsibilities**

- Join appropriate professional organizations related to athletics.
- Attend clinics, seminars, and workshops related to athletics.
- Subscribe to professional magazines and periodicals related to athletics.

### **Evaluation**

The athletic director shall be continuously evaluated with regard to performance in each of the aforementioned areas of responsibility by the Head of School.