

# ATHLETIC DIRECTOR

## Job Description

**Goal:** The Athletic Director shall prayerfully lead the athletic program so that student-athletes develop Christian character, discipline, skill, sportsmanship, and responsibility while pursuing excellence for the glory of God.

**Reports to:** Head of School.

**Employment status:** Contracted, exempt, salaried employee with assigned teaching responsibilities.

**Evaluation:** Performance will be evaluated by the Head of School in accordance with Academy policy.

## JOB BRIEF

The Athletic Director provides leadership, administration, supervision, and coordination for the total athletic program in alignment with the mission, policies, and expectations of Oasis Christian Academy and the requirements of applicable athletic associations and conferences. The position oversees coaches, student-athlete eligibility, scheduling, game management, transportation, safety, communications, budgeting, equipment, and athletic program development. This position also includes teaching Middle School Physical Education and a High School elective Physical Education/Health course.

## REQUIRED PROFESSIONAL QUALIFICATIONS

- Hold at least a bachelor's degree from an accredited postsecondary institution, or meet other education and experience requirements approved by the Head of School and School Board.
- Master's degree in Sports Management preferred.
- Hold ACSI certification or be willing to complete applicable certification requirements within the timeline established by the Academy.
- Complete the ACSI Principles and Practices of Christian Education requirements within the first year of employment, when applicable.
- Possess appropriate preparation, background, and experience in athletics administration, coaching, education, or related areas.
- Demonstrate knowledge of the operation of an interscholastic athletic department, including scheduling, eligibility, game administration, budgeting, safety, and personnel supervision.
- Complete and maintain training and certifications required by applicable athletic associations, conferences, and governing bodies.
- Maintain current CPR, AED, and first aid certification.
- Demonstrate strong organizational, written and verbal communication, recordkeeping, technology, and calendar-management skills.
- Previous head coaching experience at the middle school or high school level is required.
- Possess broad knowledge of the sports offered by the Academy, including applicable rules, regulations, safety standards, and accepted coaching practices.
- Demonstrate the coaching knowledge, leadership, and flexibility necessary to provide direct coaching support or temporarily step into a coaching role for an OCA athletic team when needed.

## REQUIRED PERSONAL AND SPIRITUAL QUALITIES

- Have received Jesus Christ as personal Savior and demonstrate a growing Christian faith.
- Believe the Bible is God's Word and the standard for faith and daily living.
- Be in wholehearted agreement with the Academy's Statement of Faith and Christian philosophy of education.

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- Maintain faithful attendance and active involvement in a local evangelical church whose beliefs are consistent with the Academy's Statement of Faith, and provide and maintain a current pastoral reference verifying church attendance, involvement, and Christian character.
- Model Christian character, integrity, humility, self-control, respect, gratitude, perseverance, punctuality, and dependability.
- Demonstrate professional, courteous, and effective communication with students, parents, coaches, officials, opposing schools, colleagues, and the public.
- Maintain appropriate confidentiality and professional ethics.
- Support Academy policies, administrative leadership, and the broader mission of Oasis Christian Academy.
- Represent Oasis Christian Academy in a manner consistent with its Christian mission both on and off campus.

### **ATHLETIC PROGRAM LEADERSHIP**

- Provide overall leadership, vision, organization, and supervision for OCA interscholastic athletics.
- Supervise coaches and athletic personnel, providing direction, support, training, and evaluation.
- Work with coaches to establish program goals and promote continuous growth and improvement.
- Conduct preseason and postseason reviews for each sport and hold periodic meetings with the coaching staff.
- Make recommendations to the Head of School regarding coaching assignments and athletic staffing needs.
- Assist head coaches with the selection and orientation of assistant coaches, graduate assistants, and volunteers, as applicable.
- Promote Christian sportsmanship, character development, teamwork, discipline, and excellence throughout the athletic program.
- Review the Athletic Handbook and recommend appropriate updates to the Head of School.

### **SCHEDULING AND EVENT COORDINATION**

- Maintain the master athletic schedule for contests, practices, tournaments, scrimmages, camps, and other athletic events.
- Coordinate schedules with coaches, opposing schools, athletic associations, conferences, officials, transportation personnel, and school administration.
- Confirm contest dates, times, locations, and other event details and communicate schedule changes to affected stakeholders in a timely manner.
- Secure officials for home contests and maintain appropriate communication with officials associations.
- Coordinate the use of school athletic facilities and grounds for practices and contests.
- Assist visiting teams and officials with necessary event information, facilities, and accommodations.

### **ELIGIBILITY, ROSTERS, AND STUDENT-ATHLETE RECORDS**

- Confirm and monitor athletic eligibility for all student-athletes in accordance with school policy and applicable association and conference requirements.
- Maintain accurate student-athlete records, including physical examinations, eligibility forms, permission forms, rosters, awards, and other required documentation.
- Communicate eligibility information to coaches and school administration as appropriate.
- Administer OCA requirements for homeschool and non-OCA student-athletes in accordance with current Academy policy.

- Coordinate required eligibility and participation documentation for conference, association, postseason, and school recognition.

## **COACH, PARENT, AND STUDENT COMMUNICATION**

- Coordinate athletic department correspondence and communications with coaches, students, parents, opposing schools, officials, and other stakeholders.
- Promote timely, professional, and constructive communication between coaches and parents.
- Conduct or coordinate preseason parent meetings to communicate program expectations, sportsmanship, fees, transportation, eligibility, uniforms and equipment, and other relevant information.
- Ensure coaches and families have access to the current Athletic Handbook and applicable athletic policies.
- Assist with parent, student, and coach concerns through the Academy's established communication and administrative processes.

## **GAME MANAGEMENT AND FACILITIES**

- Coordinate the administration and supervision of home athletic events.
- Ensure athletic facilities, fields, gyms, spectator areas, and necessary equipment are appropriately prepared for practices and contests.
- Coordinate necessary game personnel, which may include ticket and gate workers, scoreboard and clock operators, scorekeepers, announcers, concessions, chain crew, and other event staff.
- Serve as a host and athletic contact for visiting teams and officials.
- Promote appropriate crowd management, sportsmanship, safety, and supervision at athletic events.
- Regularly inspect athletic facilities and communicate maintenance or safety needs to appropriate school personnel.
- Coordinate the securing of athletic facilities following practices and events.

## **TRANSPORTATION AND TRAVEL**

- Coordinate transportation for away athletic events in accordance with Academy procedures.
- Communicate travel schedules and relevant information to coaches, students, parents, and transportation personnel.
- Ensure appropriate safety and parental-notification procedures are followed for athletic travel.
- Arrange approved lodging and other travel accommodations when required.

## **STUDENT SAFETY AND EMERGENCY PREPAREDNESS**

- Maintain Emergency Action Plans for OCA home athletic facilities in accordance with applicable school and athletic association requirements.
- Ensure appropriate emergency medical equipment and trained personnel are available as required.
- Know and implement procedures related to injuries, emergencies, severe weather, facility evacuation, and return-to-play requirements.
- Coordinate with parents, medical professionals, athletic trainers, coaches, and school leadership following student-athlete injuries when appropriate.
- Promote safe facilities, equipment, practices, and competition environments.

## **FINANCIAL MANAGEMENT AND PURCHASING**

- Prepare the athletic budget in collaboration with coaches and the Head of School and monitor expenditures within approved budgetary guidelines.

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- Coordinate payment of applicable association, conference, officials, tournament, and athletic program fees through established school procedures.
- Work with the school business office regarding athletic fees, gate receipts, fundraising proceeds, and other athletic funds.
- Coordinate athletic fundraising with the Head of School.
- Oversee athletic purchases in accordance with Academy purchasing and approval procedures.

#### **UNIFORMS, EQUIPMENT, AND INVENTORY**

- Maintain an organized inventory of athletic uniforms, equipment, and other athletic property.
- Coordinate the issuance, collection, care, storage, and replacement of uniforms and equipment.
- Work with coaches to account for uniforms and equipment at the beginning and conclusion of each season.
- Coordinate the purchase of necessary uniforms and equipment within approved budgetary guidelines.

#### **PUBLIC RELATIONS, MEDIA, AND BRANDING**

- Coordinate athletic publicity through approved school communication channels, including schedules, results, accomplishments, awards, and program information.
- Maintain positive working relationships with athletic directors, coaches, officials, associations, conference personnel, local schools, and the community.
- Coordinate team photographs, awards, and athletic recognition programs.
- Ensure use of the Oasis Christian Academy name, logos, uniforms, and athletic branding is consistent with Academy policy.
- Ensure athletic social media and public communications reflect the mission, values, and professional standards of Oasis Christian Academy.

#### **TEACHING RESPONSIBILITIES**

- Teach Middle School Physical Education in accordance with the Academy's curriculum, schedule, instructional expectations, and Christian philosophy of education.
- Teach a High School elective Physical Education/Health course in accordance with approved course objectives, curriculum, and applicable credit requirements.
- Prepare appropriate lesson plans, instruction, assessments, grades, attendance records, and student records for assigned classes.
- Maintain an orderly, safe, engaging, and positive learning environment.
- Follow Academy expectations for classroom management, student supervision, parent communication, grading, and academic reporting.
- Coordinate instructional and athletic responsibilities effectively as part of the overall duties of the position.

#### **SUPPLEMENTAL FUNCTIONS**

- Participate in school development, fundraising, recruitment, retention, and community-relations activities as assigned.
- Supervise extracurricular activities, organizations, or outings as assigned by the Head of School.
- Pursue professional growth through appropriate reading, training, clinics, workshops, conferences, and professional organizations.
- Support the broader school program by attending school activities when possible.
- Perform other duties reasonably assigned by the Head of School.

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Note: This job description summarizes the primary responsibilities of the position. Duties may be adjusted by Oasis Christian Academy based on program needs, school priorities, and applicable governing-body requirements.