



Providence Christian School of Texas

Position Title	Director of Athletics
Reports To	Headmaster
Position Purpose:	The Athletic Director provides administrative direction and oversight for all interscholastic sports, athletic facilities and the physical education department.
Work Hours	7:30 a.m. – 4:00 p.m.
Work Calendar	Full Year
Vacation Designation	Three weeks

Position Summary:

The Athletic Director provides administrative direction and oversight for all interscholastic sports, athletic facilities, and the physical education department in accordance with the mission and core values of the School. The director will work alongside the Headmaster, Head of Middle School, and the rest of the administrative team to provide a high-quality athletics and physical education program. This position requires strong leadership and oversight to help shape the School and guide it in accomplishing its overall mission. The director is responsible for ensuring compliance with league regulations, administering departmental funds and accounts in a fiscally responsible manner, and sustaining a culture of sportsmanship, professionalism, and respect at all levels. Frequent evening work required in season.

Qualifications:

- Bachelor's degree or higher
- Three to five years teaching/coaching experience preferred
- Commitment to classical, Christian education
- Excellent verbal and written communication skills
- Strong conflict resolution skills
- Effectively manages time and priorities in the department
- Ability to maintain confidentiality
- Steeped in moral purpose, clarity, conviction, and integrity
- Ability to plan ahead and proactively solve problems
- Effective leadership of full-time and part-time teachers and coaches

Essential Functions:

- Create a plan of advancement and cast a vision for the athletic department within Providence's mission and core values.
- In conjunction with the Headmaster, oversee all management process for the athletic/P.E. staff; this includes but is not limited to the hiring, firing, and evaluation of employees

- Oversee and communicate procedures with part-time coaches
- Establish clear expectations and standards for behavior and professionalism of the athletics staff and hold them accountable for those expectations.
- Lead the athletic staff and coaches' meetings; this includes but is not limited to meeting with the P.E. staff, athletic leadership, and part-time coaches.
- Oversee the administration of the department including:
 - Overseeing athletic budget
 - Ensuring that all uniforms and equipment are ordered
 - Approving vendors for payment
 - Securing adequate facilities for Providence athletic practices and home games
 - Scheduling games with other schools and communicate those schedules with the school community
 - Attending athletic league meetings (I-AA and TAPS)
 - Managing the athletic gradebook
 - Overseeing the alternate sports program
- Maintain the Providence coach's manual
- Form relationships with other schools
- Oversee student and parent behavior at sporting events to ensure it is line with school and league regulations
- Guide conflict resolution for situations that arise between student or parents and coaches
- Attend as many Providence athletic events as possible
- Consistently model the standard of excellence in punctuality, preparedness, and professionalism in student and parent interactions
- The following school events fall under the Athletic Director: Dad's Prayer Walk, Homecoming, Athletic Banquet