



MT. JULIET CHRISTIAN ACADEMY

Mission Statement: As a ministry of First Baptist Church Mt. Juliet for over 40 years, our mission is to partner with families in developing students to think, lead, and live as Christians based upon a biblical worldview.

Job Description

JOB TITLE: Athletic Director _____ | **REPORTS TO:** Superintendent of School

Position Summary

The Athletic Director (AD) serves Mount Juliet Christian Academy by promoting and furthering the school's mission through the athletic program. The AD will plan, coordinate, and supervise the program and personnel in such a way as to enhance the morale of the school, promote the overall efficiency of the school and maximize the spiritual/educational/athletic opportunities and benefits available to each individual student. Develop and maintain a quality Athletic program that contributes to the advancement and represents the goals/mission/core values of the Church and School

The Director of Development should exhibit the following:

1. Have a deep commitment to Jesus Christ based on a growing personal relationship with Him.
2. Understand a Biblical worldview and how it permeates all aspects of life.
3. Must have a Biblical philosophy of athletics and its relation to education.
4. Must have ability to recognize, evaluate and develop coaching skills and personnel.
5. Must have experience in administration of athletic teams, programs or events.
6. Must have proven leadership, administrative and relationship skills.
7. Must meet qualifications for ACSI certification.
8. Must meet TSSAA requirements.

Experience:

- Bachelor's Degree required; Master's Degree preferred.
- Minimum of 5 years of Athletic leadership experience.
- Experience in a management position is preferred.

Duties and Responsibilities:

Leadership

- Develop a vision for the future of the athletic program including growth, additions, and improvements that contribute to the advancement of the School and Athletic Department.
- Hire and mentor coaches for all teams and for Athletic Department.
- Develop and implement processes and procedures for the Athletic Department to ensure the school remains compliant with the rules and regulations within our State and Associations.
- Work with students, parents, faculty, and administrators as part of the Athletic Office administrative team.
- Abide by professional ethics standards established by School Supervisory Team.

Budget Management

- Plan and manage all Athletic Department spending.
- Be familiar with fiscal policy, demonstrate fiscal responsibility, and ensure that coaches and other supervisees follow financial policies.
- Oversee all Team Account spending, Coach Stipends, Booster Club purchases, fundraising opportunities, and grant/donor opportunities.

Communication

- Utilize good communication skills; demonstrate ability to respond well to difficult situations and display diplomacy and a proficient level of tact when dealing with simple and routine issues.
- Represent the department at various events; may serve on committees to enhance departmental goals/objectives.
- Work with coaches in solving morale problems. Mediate any disputes between athletes and coaches or between coaches.
- Represent the department at various events and serve on committees to enhance unit goals/objectives.
- Alert coaches and game day staff in the case of athletic cancellations.

Day to Day Operations

- Recruiting and retention of coaches, including post season evaluations.
- Responsible for game management responsibilities.
- Assist the school's Principal and Administration in developing a quality athletic program.
- Assume the responsibility for the safety and welfare of students whenever a danger is observed on or about the campus.
- Examine all playing arenas to see if they are available and ready for play.
- Work closely with the coaches and Athletic Trainer to ensure safe practices for athletes and proper medical/emergency attention.
- Verify that all athletes are medically cleared, have insurance, have been released by parents, and have signed all required forms.
- Ensure compliance by following all School, state, Conference and Association regulations.
- Verify all athletes are academically eligible to compete.
- Troubleshoot the day-to-day operation of a middle and high school athletic program.