

## Job Posting

**Position Title:** Athletic Director

**Reports To:** Head of School

**Status:** Full-Time; Exempt

**Apply:** Send cover letter, resume, and Christian faith testimony to [HR@swchs.org](mailto:HR@swchs.org)

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### POSITION SUMMARY

The Athletic Director (AD) provides leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs. As the leader and champion of the SWCHS sports program, the AD works collaboratively and communicates effectively with coaches, athletes, parents, members of the community, and colleagues from other schools. This role serves on the SWCHS Leadership Cabinet. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, personnel management (Associate and Assistant ADs), and financial responsibilities.

### JOB RESPONSIBILITIES

#### Athletic Program

- Promotes and advances the school's athletic philosophy.
- Develops on-going relationships with local schools and organizations to advance the program.
- Professionally represents the school in interactions with parents, community, staff, and students.
- Ensures that all SWCHS sports teams, programs, coaches, participants, and fans adhere to MSHSL rules and regulations.
- Leads in the development of SWCHS athletics policies and procedures; ensures appropriate adherence.
- Assumes responsibility for the scheduling of all interscholastic athletic events.
- Develops and implements appropriate rules and regulations governing the conduct of athletic activities, participants and observers.
- Ensures adherence to medical and safety requirements in the Athletic Department.
- Arranges transportation for athletic participants when necessary.
- Maintains necessary records and completes required paperwork in a specified time and manner.
- Oversees athletic registration ensuring all forms, payments and eligibility requirements are met.
- Attends monthly Wright County Conference AD meetings as well as required region and MSHSL AD meetings.
- Provides leadership and oversight of annual Summer Camps for school students.
- Schedules and oversees all aspects of the Annual SWCHS Sports Banquet.
- Appropriately maintains and secures confidential records and inquiries.
- Serves as school's primary sports information director and disseminates information via website, email and social media.
- Works with local media to ensure proper coverage of athletic events and accomplishments.
- Coordinates all athletics related services including rosters, bus requests, scheduling officials and coordinating with coaches.
- Serves as school liaison between conference, section, and state athletic authorities.
- Facilitates meetings with coaches and staff.
- Serves as staff liaison with SWCHS Booster club.
- Establishes and manages department and individual sports' budgets.

#### Coach Supervision

- Leads the process in the hiring of all coaching positions; supervises, supports, and provides feedback to the coaching staff.
- Facilitates, along with the coaches, the purchasing, cleaning, storage, and maintenance of all athletic equipment and uniforms.
- Implements faith integrated practices within athletics (i.e., Coaching for Transformation).

**Event, Game and Practice Planning**

- Ensures that proper game and practice schedules are maintained and that MSHSL rules are adhered to by all athletic teams.
- Schedules all high school athletic contests, issues contracts for the contests, and maintains the proper and necessary records.
- Arranges for officials and provides vouchers to the financial office for payment of officials.
- Oversees and manages the proper supervision of home games which includes set up and clean up of the gyms and locker room.

**SWCHS Administrative Team/Faculty Role**

- Participates effectively at regular team meetings with teachers and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
- Serves as an active member of the SWCHS Leadership Cabinet and attends regular meetings.
- Writes and submits a monthly Athletic Director's Report to the Board of Education.
- Represents the Athletic Department at SWCHS Open Houses and other events as required.
- Serves as staff advisor for the sports committee.
- Serves as staff supervisor for All-School Pep fests.

**Additional Duties**

- Lead a Student Discipleship Group.
- Encourages the SWCHS Christian community through staff devotions and prayer.
- Maintains appropriate certifications and training hours as required.

**JOB REQUIREMENTS****Required**

- Bachelor's degree in sports management, physical education, business or related field; Master's degree preferred.
- 3+ years coaching administration or related experience.
- Demonstrated passion and experience using sports to grow and develop Christian character while growing a robust, excellent high school sports program.
- Successful track record serving as both a manager and part of a leadership team.
- Ability to work collaboratively with coaches, parents, and Administration team.
- Demonstrated administrative gifts and experience, with ability to attend to many projects and details simultaneously.
- Excellent verbal and written communication skills, including public speaking and presenting to large groups.
- Strong organization and planning skills, combined with creativity, initiative and innovation.
- Ability and openness to work day and/or evening hours as determined by school sports schedule.
- Advanced proficiency in Microsoft Word, Excel, PowerPoint, and the Google environment.
- Ability to appropriately handle confidential, sensitive information.

**Spiritual Qualities**

- Christian faith; demonstrated character of integrity; solid knowledge of God's Word; vibrant and growing relationship with Jesus Christ. Actively participate in a local Bible-believing church.
- Acknowledge Christ as Savior and seek to live his/her life as His disciple; evidence of the fruit of the Spirit in dealing with people.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice; actively support the school's [Statement of Faith](#).
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40).

**Preferred**

- Previous work experience in an academic or other non-profit setting.