



## Athletic Director

*Maranatha Christian Academy is committed to partnering with the school, home, and church in the education of students as they prepare to fulfill God's call on their life. Through the provision of an outstanding school experience in academics, athletics, and the arts, Maranatha seeks to impart the values of wisdom, character, and service within each student. All employees of MCA have opportunity to disciple students in a biblical worldview.*

**Application Category:** Director

**Days/Hours:** 12-Month Position, 7:30-4:30, flexible with game hours served.

**Job Classification:** Exempt, full-time employee with associated benefits

**Direct Report:** Superintendent

### Position Overview

Maranatha Christian Academy is seeking a committed Christian athletic leader who lives, works, and serves from a biblical worldview. The athletic director shall be responsible for developing and implementing policies and procedures in the Athletic Department Handbook and Coaches Handbook. The athletic director shall be the school's liaison to KSHSAA for all activities, ensuring influence and compliance with policy and procedures. The athletic director is directly responsible for planning, organizing, implementing, and conducting the overall athletic department operations.

### Job Duties & Responsibilities

#### *Administrative*

- Supervise and assist coaching personnel and athletic department volunteers.
- Oversee the Booster Club.
- 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 and Suburban Parochial League (Jr. High).
- Attend all required KSHSAA meetings and manage KSHSAA training of activity leaders.

## ***Personnel***

- Recruit, interview, recommend for hire (with principal approval), train, supervise, and evaluate qualified coaches for all Maranatha Academy (MA) interscholastic athletic teams, including cheerleading squads.
- Ensure coaching applicants are thoroughly vetted including:
  - Have completed MCA coach application, transcripts (if applicable) and background check on file and have completed all required safety training.
  - 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 *Coaches' 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 in which MCA acts as the host school.
- Schedule, provide, and coordinate school transportation to athletic practices and contests as needed.
- Schedule and coordinate and ensure administrative attendance at sports awards events.

## ***Finances***

- Submit a recommended budget for the athletic department and recommend expenditures (via a purchase order) within the approved budget no later than September 15
- Track all expenditures per appropriate GL code
- Make recommendations for student fees no later than January 15

## ***Equipment/Uniforms***

- Be responsible for ensuring 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 athletes receive individual awards from teams, leagues, 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

## ***TRANSPORTATION MANAGEMENT***

- Be responsible for the overall routing and scheduling of all student transportation needs.
- Ensure proper school vehicle driver inspections.
- Works with administrators to address and resolve transportation-related problems.
- Manage the budget for transportation services, fuel purchases, and repairs.
- Ensure appropriate training and licensure of all drivers, maintaining a list of no less than ten drivers.
- Ensure appropriate insurance coverage of all vehicles and drivers.

## ***FACILITY RENTAL***

- Develop relationships with like-mission minded organizations for the purpose of facility rentals.
- Ensure all facility paperwork is up-to-date and filled out accurately for all facility use that is non-school related.
- Ensure superintendent sign-off on all rentals.
- Ensure the school calendar accurately portrays rentals, using the assistant to the facilities director as support.
- Prioritize MCA activities.
- Manage budget for facility rentals.

## ***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.

## **Educational Qualifications & Requirements**

- Master's degree preferred, ideally in sports management, education or business managements

## **Licensures & Certifications**

- Driver's license and ideally a CDL with passenger endorsement
- KSHSAA training completion

## **Physical Requirements**

- Ability to run, climb stairs, and respond swiftly during emergencies.
- Move quickly in various situations.
- Agility and flexibility for navigating school premises.

- Ability to stand, stoop, crawl, bend or kneel.