



THE KING'S ACADEMY

Job Title: Junior High Athletic Director
Job Status: Full-Time, 11 Months
Exempt Status: Exempt
Department: Athletics
Reports to: Executive Athletic Director

Job Summary

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for a Junior High Athletic Director who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. The primary responsibility of this position is to oversee and manage all aspects of Junior High sports with support from the High School and Executive Athletic Directors.

Essential Job Functions

Regular Activities

- Mentor a group of students by meeting daily as part of the school's home group program
- Scheduling of athletic contests
- Assigning officials and referees for home games
- Attending WBAL (league) meetings
- Responsible for home game field, court setup, and coverage
- Assure accuracy of team rosters and TeamSnap application
- Distribute, collect, and inventory team uniforms
- Effectively communicate with coaches and parents
- Attend and manage the ticketing for high school home football games

Qualifications

Education and Experience

- Bachelor's degree required
- CPR, AED, and First Aid Certification required
- Experience as an Athletic Director preferred

Skills and Abilities

- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Able to work both independently and in a team setting
- Demonstrated ability to lead by example
- Proficient with Microsoft Office and Google Suite
- Ability to learn new computer software systems

Core Characteristics

- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful, and solution-oriented
- Able to understand, love, and relate to students

- Must be active in or pursuing community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20 pounds
- Work is generally performed throughout the year **hours based on athletic schedule**
 - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.
 - The annual start/end date will be dictated by the school calendar and department's needs
 - You will receive 22 days off during the summer

Salary & Benefits

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Grid:** Manager III
- **Pay Grid Range:** \$70,622 to \$86,096
 - *Salary is based on a preset pay grid and determined by education and experience; Most candidates enter in the lower to middle range.*

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please click our [application link](#) to be redirected to our recruiting website.