



Athletic Director Job Description

Crossroads Christian Academy

Job Goal: The primary function of the Athletic Director is to oversee CCA's Physical Education Department and sports programs through the lens of a biblical worldview.

Line of Authority: The Athletic Director reports directly to the Director. S/he serves as a member of the Administrative team and accepts responsibilities as identified by the Director.

General Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Be a servant leader
- Have a calling to ministry in and through education.
- Have a solid conviction that Christian education is of utmost importance in guiding children in today's world.
- Have a solid understanding and commitment to CCA's guiding statements.
- Have experience in the international school setting (preferred).
- Be effective in oral and written communication.
- Be a team player, responsive to the school board and school staff.
- Be able to communicate in both English and Spanish (preferred).

Spiritual Responsibilities:

- Be a spiritually mature and growing Christian who is active in his/her Christian life.
- Be a role model in speech, actions and attitudes (both on and off campus) and model a consistent daily walk with Christ.
- Follow the Matthew 18 principle in interactions with parents, students, staff, administration, and Board.
- Maintain active participation in a local body of believers.
- Pray for CCA regularly – the Board, the staff, the families, the students, and the activities.

General Responsibilities:

- Health and Safety
 - Ensure that solid safety protocol is being followed as it relates to P.E. and athletics.
 - Be trained in CPR and First Aid
- Physical Education
 - Oversee the scope and sequence of all Physical Education classes at CCA.
 - Teach a portion of the P.E. classes
 - Substitute as needed in the P.E. department and as necessary in the regular classroom.
- Athletic Teams
 - Develop and enrich the program and athletic experience
 - Establish what teams you will have and register them with the league
 - Create, send out and manage sign up for teams
 - Recruit coaches for the teams you need
 - Reserve practice facilities for teams
 - Establish practice schedule
 - Communicate game schedule and changes as they occur
 - Manage early dismissal of teams

- Communicate to staff schedule of teams and rosters
- Verify birth dates and send rosters into league
- Provide rosters to coaches for games
- Communicate to players and parents schedules and announcements
- Check on grades and carry out suspensions and communicate to coaches, players, and parents
- Line up transportation to practices
- Line up transportation going and returning for games
- Establish and process payment for coaches
- Mileage reimbursement for coaches
- Contact other schools on game days
- Prep water and practice equipment on practice days
- Collect player data
- ADECOP
 - AD league meetings 4-6 times per year
 - Process payment to the league
 - Communicate scores to the league
- Ordering
 - Order necessary equipment
 - Order and distribute uniforms
 - Order jerseys
 - Spirit wear for school
- Miscellaneous
 - Sports banquet or end of season parties
 - Certificates and plaques
- Other duties as assigned