

Job Description: Athletic Director

General Description

Job summary:	The Athletic Director (AD) is the leader of the athletic program, responsible for spiritual and educational growth of the student athletes, spiritual and professional growth of coaches, and the effective and efficient organization and operation of the athletic program. The ultimate goal of the AD is to train young leaders to pursue whole-hearted excellence for Christ through unique educational experiences in athletics.
Hired by:	Superintendent
Responsible to:	Principal
Supervises:	Coaching staff, athletic program volunteers, LCS Booster Club
Type of position:	Exempt; may include some teaching/coaching duties. \$44,000-\$58,000 annual plus benefits.
Education:	Bachelor's Degree. Education and previous coaching experience preferred.

Required Spiritual Qualities

It is expected that the Athletic Director will:

1. Acknowledge Christ as Savior and seek to live life as His disciple.
2. Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
3. Believe and actively support the school's statement of faith (attached).
4. Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, spiritual outreach to others and evidence the fruit of the Spirit in dealing with people.
5. Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
6. Actively participate in a local Bible-believing church.
7. Demonstrate the spiritual maturity, academic ability and personal leadership qualities to "*train up a child in the way he should go.*"

Required Personal Qualities

It is expected that the Athletic Director will:

1. Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.

2. Possess proven interpersonal, leadership, people management and communication skills
3. Have knowledge of office procedures and methods, including those related to organization and social communications skills and proper office etiquette.
4. Have the ability to manage multiple tasks simultaneously and be a self-starter.
5. Possess the ability to listen and respond to counsel and work cooperatively within a team.

Required Professional Duties

It is expected that the Athletic Director will:

1. Administrate the effective operation of the school's athletic program.
2. Organize regular spiritual and professional growth opportunities for coaches. Assist coaches in organizing regular spiritual growth opportunities for student athletes.
3. Be responsible for the recruitment of athletic coaches.
4. Develop and coordinate practice schedules and their necessary venues, facilities, and equipment.
5. Schedule officials for all athletic events.
6. Assist each coach with scheduling transportation for each athletic event.
7. Publish athletic event schedules to the greater LCS family, as well as ensure the notification of athletic program information to various media outlets.
8. Confirm all athletic events, home and away, each week.
9. Arrange for payment of athletic team entry fees.
10. Obtain and distribute staff and league courtesy passes.
11. Work with all coaches to ensure appropriate medical supplies at all contests.
12. Monitor and maintain athletic and academic eligibility of all student athletes with regard to LCS and WIAA requirements.
13. Assist and support all coaches.
14. Schedule appropriate help for operating each home athletic contest (e.g., shot clock, scoreboard, chain gang, etc.).
15. Insure that all coaches have current first aid/CPR certification and annual blood borne pathogen training.
16. Procure appropriate information and training manuals for all head coaches.
17. Communicate pertinent team, league, and WIAA information and communications to the Administration Team.
18. Assist in revising and implementing relevant changes to policies and procedures in school handbooks.
19. Support coaching staff and team volunteers in coordinating, planning, and conducting appropriate athletic awards events.
20. Provide the Business Director a proposed budget for the athletic program for the upcoming year and

provide a financial report for the end of the current year.

21. Develop and manage the athletic budget in coordination with the Superintendent and Business Director.
Approve appropriate equipment purchase requests consistent with the approved athletic program budget.
22. Supervise equipment inventory, its condition, maintenance and storage.
23. Be responsible for the maintenance of the LCS athletic venues and facilities that specifically pertain to game play (except lawn mowing and irrigation).
24. Cancel or postpone athletic events, officials, and transportation when necessary due to weather or other hazardous conditions.
25. Ensure an accurate database for team statistical information is available for coaches and athletes.
Maintain an archive of team statistics.
26. Assist the superintendent in long-range planning for athletic program needs and growth.
27. Participate in departmental and administrative meetings.
28. Administer the school's athletic policies and procedures and the league and WIAA rules and bylaws.
29. Be proficient in use of common office computer application software.
30. Be proficient in the use of the school's electronic database/school information management system, RenWeb.
31. Cooperate with the school board and superintendent in implementing all policies, procedures, and directives governing the operation of the school.
32. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and to the general public.
33. Develop and maintain rapport with students, parents, staff, faculty, administration and school board by treating others with friendliness, dignity, and consideration.
34. Follow the Matthew 18 principal in dealing with students, parents, staff, faculty, administration, and school board.
35. Know and implement the procedures for responding to school related emergencies.
36. Inform the Superintendent in a timely manner if unable to fulfill any assigned task.
37. Perform other duties as directed by the superintendent.

Physical Requirements to Fulfill the Essential functions of this Job:

1. The Athletic Director must be physically capable of lifting 70 pounds.
2. The Athletic Director must be able to conduct the required emergency instructions and training drills.
3. The Athletic Director shall be physically and mentally capable of:
 - a. Determining the need for assistance in an emergency and summoning the assistance needed while maintaining the safety of the people in his/her supervision.

- b. Administering first aid/CPR when required.

Additional Duties or Responsibilities

It is expected that the Athletic Director will:

1. Represent Liberty Christian School with integrity at home, at work, at church and in the community
2. Participate as an integral member of the leadership team.
3. Utilize training opportunities and evaluation processes for improvement as an Athletic Director.

1. A. DECLARATION OF FAITH

We believe, and require that succeeding members unqualifiedly affirm:

the inspiration of the Bible (both the Old and New Testaments); the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Saviour, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.

This Declaration of Faith shall never be amended, modified, altered, or changed as long as this organization exists.

Source: Liberty Christian School, Constitution, page 2

1. B. DOCTRINAL STATEMENT

The doctrinal statement for Liberty Christian School consists of the following eight statements.

1. We believe in the authority and sufficiency of the Bible, consisting of the 66 books of the Old and New Testaments, as originally written; that it was completely inspired by God, and therefore infallible, inerrant, and it is the final authority in faith and life. (II Tim. 3:16,17; II Peter 1:19-21).
2. We believe there is only one true and living eternal God, an infinite Spirit, the Maker and Ruler of Heaven and earth; inexpressibly holy and worthy of all honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and existing distinct but harmonious offices in the work of redemption. (Ex. 20:2,3; I Cor. 8:6; Rev. 4:11).
3. We believe that the eternal Lord Jesus Christ, begotten of the Holy Spirit, was born of the Virgin Mary and is true God and true man. (Luke 1:26-31,35; John 1:1,14). We believe in the deity of Christ (John 10:33), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that the Holy Spirit is a divine person, equal with God the Father, God the Son, and of the same nature; that in His relation to the unbelieving world He restrains Satan until God's purpose is fulfilled; that He convicts of sin, of righteousness and of judgment; that He bears witness to the truth of the gospel in preaching and testimony; that He is the agent in the new birth. (John 14:16,17; Matt. 28:19; Heb. 9:14; John 14:26; Luke 1:35; John 16:8-11; Acts 5:30-32; John 3:5-6; Eph. 1:13-14; Mark 1:8; John 1:33).
5. We believe in the reality and personality of Satan, the Devil; that he was created by God as an angel but through pride and rebellion became the enemy of his Creator; that he became the unholy god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal justice in the Lake of fire. (Matt. 4:1-11; II Cor. 4:4; Rev. 20:10).
6. We believe the Biblical account of the creation of the physical universe, angels, and man; that the Genesis account is a literal, historical account of the direct, immediate creative acts of God without

any evolutionary process; that man was created by a direct work of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race. (Gen. 1:2; Col. 1:16,17; John 1:3).

7. We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker, but by voluntary transgression Adam fell from his sinless and happy state, and all men sinned in him, in consequence of which all men are totally depraved, are partakers of Adam's conduct, and therefore are under just condemnation without defense or excuse. (Gen. 3:1-6; Romans 3:10-19; 5:12,19; 1:18,32). Furthermore, all who remain in unbelief are under the curse; and this distinction holds among men both in and after death, in the everlasting conscious suffering of the lost in the Lake of Fire. (Pro. 14:32; Luke 16:25; Matt. 25:41; John 8:21; Rev. 20:14-15).
8. We believe that the salvation of sinners is divinely initiated and wholly of grace through Jesus Christ, the Son of God, who voluntarily took upon Himself our nature, yet without sin, and honored the law by His personal obedience, thus qualifying Him to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin. We believe that faith in the Lord Jesus Christ is the only condition of salvation. That in order to be saved, sinners must be born again, which is instantaneous and not a process, and that at the appointed time, the dead in Christ shall be raised in glorified bodies and the living in Christ shall be given glorified bodies to live forever with the Lord. (Jonah 2:9; Eph. 2:8; Acts 15:11; Rom. 3:24-25; John 3:16; Matt. 18:11; Phil. 2:7-8; John 3:3; II Cor. 5:17; I John 5:1)

Source: Liberty Christian School, Constitution, page 3-4

2. Liberty Christian School Life-style Statement

Liberty Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community.

Liberty Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Liberty Christian School Declaration of Faith and Doctrinal Statement expect employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor. 6:9-20). Liberty Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Liberty Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Liberty Christian School that each employee will have a lifestyle in which "He may have the preeminence" (Col. 1:18, NKJV).

Source: *ACSI Personnel Resources, 2009 Edition*
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