

Woodcrest Christian School System

High School Athletic Director

MINISTRY DESCRIPTION

MINISTRY MISSION:

The Athletic Director provides Godly servant leadership for the administration, faculty, and staff for grade levels assigned. The Athletic Director's mission is to Glorify God by Pursuing Excellence in *Christ-centered Academics*. The Athletic Director's purposes are to LEAD students and their families to faith in Jesus Christ for salvation and daily living, to CHALLENGE every believer to obey God's Word for growth in Godly wisdom and Christ-like character, and to EMPOWER believers by the Holy Spirit to change the world by using their God-given gifts and talents. The Athletic Director is to ensure that WCSS Expected Results are achieved so that graduates demonstrate Christ-centered Wisdom, Character, Stewardship, and Service.

MINISTRY QUALIFICATIONS:

The following qualifications are prerequisite to and remain conditions of employment for the Athletic Director: New Birth, Christian Growth, Family Commitment, and Commitment to a Local Church, Preparation and Calling to Ministry in the School System. (See fuller explanation on separate page.)

MINISTRY RELATIONSHIPS:

1. The Athletic Director reports directly to the High School Principal.
2. The Athletic Director works closely with the Middle School Principal, Facilities Director, Executive Director of Business Services, High School Secretary, HS Administrative Assistant, Academic Secretary, and Middle School Athletic Director.
3. The Athletic Director provides leadership and supervision over the high school coaches, assistant coaches, athletic parent volunteers, and trainers.
4. The Athletic Director coordinates with the other Ambassador League Athletic Directors.

MINISTRY RESPONSIBILITIES:

A. Focus on Spiritual Ministry:

1. Provide quality leadership for the faculty and staff, athletic coaches, and students in establishing the spiritual ministry as the main focus in the High School.
2. Establish a Christ-honoring culture in the Athletic Department.
3. Monitor and improve the spiritual impact of athletic coaches to the students.
4. Participate regularly in faculty devotions and encourage those times to be meaningful and spiritually challenging.
5. Help establish and maintain an atmosphere on campus in which each student is presented with the Gospel and in which each Christian is sufficiently challenged for spiritual growth.
6. Direct and maintain an Athletic Program that follows both the "letter and spirit of the law" and maintains a level of **integrity above reproach** as it honors Christ above all else.

B. Support the Academic Program:

1. Support the curriculum goals, which emphasize the pursuit of excellence in Christ-centered academics throughout the school program.
2. Work closely with the HS VP, Principal, and coaches regarding student eligibility.
3. Defend the school's culture and priorities of "Christ, Academics, and then Athletics and Activities"
4. Maintain a high level of excellence and transparency in regards to ensuring all WCHS athletic teams meet eligibility rules of CIF.
5. Serve as a substitute teacher when needed.
6. Other duties as assigned.

C. Support the Faculty:

1. Provide the faculty with timely notification of athletic schedules and rosters including any necessary changes during the season/year.
2. Work closely with the Cheer Advisor to facilitate appropriate cheering by the cheer squad and student fans as well as team participation in pep rallies.
3. Support the faculty by being one of the key driving forces on campus promoting school spirit.
4. Work closely with the Student Council Advisor and the Alumni Director to promote school spirit amongst students and alumni.
5. Work with the Director of Communication to promote WCSS Athletics to the community at large.

D. Counsel and Discipline Students with Godly Wisdom:

1. Assist in the instruction and enforcement of students in character goals, attendance requirements and leadership goals for Woodcrest Christian High School.
2. Lead a Coaches Meeting prior to each season to brief coaches on expectations, policies, etc.
3. Attend and support each coach at the Parent Meeting at the beginning of each sport season.
4. Assist staff in developing and improving as high-quality coaches with a focus on implementing processes for tryouts, awards, parent relationships, eligibility, and other responsibilities (i.e. permissions slips, supervision of athletes, training techniques, effective practices and game management, and student pick up after games and practices).
5. Instruct coaches on all By-Laws of CIF and our current League. Insure coaches receive needed/required training and information regarding all medical guidelines involving concussions, sudden cardiac arrest, and inclement weather.
6. Coordinate all coaches' compliance of mandatory CIF coaches training.

E. Facilitate Communication with Parents, CIF and its sub-organizations, Coaches, and others:

1. Work with the Principal to publish and maintain an up-to-date electronic calendar that reflects all scheduled upcoming athletic contests.
2. Maintain a practice schedule for each sport. Coordinate potential conflicts of schedule in the gym and fields.
3. Be available to meet with coaches and parents regarding student performance.

4. Communicates with coaches and parents regarding WCSS procedures and policies regarding practices out of season, “branding” requirements, Duty of Care/ Supervision, Multi-Sport policy, and Electronic Communication.
5. Work closely with Facilities to ensure timely notification of needs for fields, blacktop, and the gym for practices and games.
6. Work closely with Facilities to ensure that all athletic fields/ courts are maintained appropriately to ensure safety and excellence and prepared for practices and games.
7. Work with coaches to ensure that they communicate with facilities regarding any changes to their practice schedules.
8. Meet with all coaches before each season of sport to review the Coaches Manual and other important information.
9. Maintain the integrity of the WCSS Policy regarding Sponsorships and communicate such with parents and coaches as needed.
10. Develop, maintain, and improve the WCS Coaches Manual and share with all coaches annually.
11. Work closely with coaches to oversee the effective implementation of athletic awards including team and school awards. This includes the annual updating of banners in the gym.
12. Work closely with CIF and others in regard to officials and intradistrict transfers.
13. Work with the Finance Director to establish and control the athletic department budget and expenditures.
14. Coordinate the payment of all officials and coaches with the Finance Office and distribute payments to officials.
15. Work closely with the Transportation Coordinator to arrange all needed busses/ transportation for games.
16. Ensure that all permission and physical forms have been collected for all student athletes and that they are maintained throughout each year.
17. Make yourself available for selection by the league as a League Officer and CIF League Representative/ Liaison as needed within the league.

F. Other Athletic Responsibilities

1. Annually inventory and order necessary equipment, uniforms, and materials need to implement the athletic program.
2. Work closely with coaches to effectively oversee uniform distribution and collection.
3. Lead the implementation of the annual WCS Golf Tournament and oversee, in conjunction with the MS & HS principals, the expenditure of funds raised.
4. Supervise home contests and away contests as is required by CIF, the HS principal, or as deemed appropriate.
5. Interview and retain coaches and assistant coaches for athletic openings in conjunction with the HS Principal and Superintendent.
6. Oversee the first aid supplies/ ordering for athletic medical bags.
7. Conduct annual coaches evaluations in written form submitted to the HS Principal as well as discussing the areas of commendations and recommendations with each coach.
8. Provide a seasonal written report to the HS Principal reporting the overall “story” of each of the sports.
9. Attend most home games as scheduled with the HS Principal. Attend all playoff contests and “closely contested” home and away games. Coordinate administrator attendance at all other contests.

10. Host, plan, coordinate, and execute in summer leagues in conjunction with basketball, volleyball, or other coaches.
11. Host, plan, coordinate, and execute community children summer sport camps for a variety of sports in conjunction with the coaches to raise awareness of WCSS athletics and to generate revenue for the athletic program.