JOB DESCRIPTION
DEPARTMENT: ATHLETICS
JOB TITLE: ATHLETIC DIRECTOR

The Athletic Director of Middletown Christian Schools is a born again believer who maintains his/her church membership at Grace Baptist Church. The AD provides administrative direction and oversight for all elementary, jr. high and varsity athletic sports programs. This includes recreational, intramural and competitive programs with regards to directing athletic staffs, coaches, facilities, transportation in order to ensure smooth operation of each program. The AD should aim to ensure that the athletes and coaches are displaying sportsmanship and representing both MCS and the cause of Christ well. He/She must be well-versed in all sports, from football to softball and should dedicate an equal amount of time to both boys and girls sports.

Background
The Athletic Director needs a bachelor’s degree along with a teaching certificate. The AD will be expected to teach classes on a daily basis but this should be limited to two classes a day (ideally scheduled in the morning). He/She must have a passion for sports and education, and an understanding of how young athletes should best be developed. Previous experience as an AD or coach is desired and he/she will need to be energetic, driven, and capable of overcoming obstacles, and possess strong leadership skills capable of communicating the needs and expectations of each program to the coaches.

Responsibilities
The duties of the Athletic Director shall consist of the following:

1. Provide administrative direction and oversight for all athletic programs whether competitive, club (club teams only if all members are composed of MCS students) or intramural
2. Supervise the control, issuance and maintenance of all athletic equipment/facilities
3. Supervise full and part-time athletic department staff members including shared responsibility (with the MCS school board) for hiring, disciplining or firing
4. Take the leadership role in training, mentoring, and evaluating coaches and athletic department staff
5. Is in charge of planning and promoting (along with the Development Director) the athletic programs at MCS
6. Is in charge of scheduling each game along with the facilities, transportation and communication needed to ensure that each event sponsored by MCS occurs with the minimum of disruption
7. Should be in charge of the yearly review of the athletic handbook and make suggestions for change to same, so that the standards of dress and conduct for each athlete meet or exceed the expectations and rules established by the MCS school board (as delineated in the Policy and Procedure Manual)
8. Should review all legal requirements as set forth by the Federal Government, the State of Ohio and the OSHAA (as they apply to a private, religious school) and make sure that the athletic program at MCS is in compliance. If there is a conflict between any governing bodies rules and our religious beliefs then the AD should bring that issue, as soon as the AD becomes aware of the conflict, to the attention of the board (or committee of the board) for resolution.

9. Should develop a department budget on an annual basis, order needed equipment based upon that budget, notify the MCS school board when unanticipated expenses occur and seek to anticipate needed upgrades to the facilities before it becomes an emergency. The AD will work with the financial office to develop the budget and submit it to the budget committee of the MCS Board so that they may include it in the yearly budget for the entire school. The budget committee will notify the AD as to when the deadline for submission is set allowing for enough time for the AD to prepare the budget.

10. Should be involved with the MCS Booster Organization to provide guidance to that group and make sure that they remain in compliance with the wishes of the school board and superintendent.

11. It is not expected that the Athletic Director will have to personally clean the facilities nor personally set up for each event but should develop a written policy as to whose responsibility it is to make sure each event runs smoothly and then monitor each event (by proxy) to make sure the individuals responsible carry out the needed tasks.

12. It is understood that with the lack of a football team and facilities that the number one money-making sport in high school is not available to us that the department will not be self-sustaining. However, with the aid of the boosters and other appropriate preapproved fundraising efforts, the financial burden can be reduced while maintaining a superior program.

13. Make recommendations about the pay for each coach, meet with each coach before each coaching season to go over expectations, rules and to judge the success of the program. At the end of each coaching season, each coach will submit to the AD a written report that will contain his/her summary of the recent season, it’s strengths and weaknesses, any facility or equipment upgrades that will be needed for the next year, whether the coach will be returning for the next year and any long term needs for that program. The AD will submit a written summary of every sport, at the end of each sport season to the board with that information contained in the report. This written report should be presented to the Personnel Committee of the Board prior to being submitted to the Board.

14. To perform other duties as may be assigned from time to time by the MCS board and the superintendent but only as it pertains to the athletic program at MCS.
WORKING CONDITIONS:

A. Inside and Outside: Gymnasium; Soccer Field (Practice Game); Weight Room; Cross Country Courses; Wrestling Room; Locker Rooms; Coaching Offices

B. Climatic Environment: Subjected to extremes of cold below 32 degrees and heat above 100 degrees. Occasionally subjected to extreme noise, odors, mists, dust, and poor ventilation.

C. Hazards: Exposure to body fluids, communicable diseases. Travel between locations will cause exposure to hazardous driving and walking conditions.

D. Work Year: 12 months: Minimum 8 hours (M-F) a day during summer months.