



Athletic Director

Position Summary:

The **Athletic Director** reports directly to the Superintendent/Secondary Principal and shall prayerfully help students to acquire attitudes and skills that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. This position shall ensure and maintain the mission, purpose, philosophy, and standards as established by the Statement of Faith of Plymouth Christian Academy. This position provides vision, leadership, and supervision for school athletic programs.

Personal Qualifications:

Plymouth Christian Academy is seeking a **full-time Athletic Director**. The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word, standard for faith and daily living.
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40).
4. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. Demonstrate by example, the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
6. Agree with the school's Statement of Faith and Christian Philosophy of Education.
7. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.

Professional Qualifications:

- Bachelor's Degree in a related field is required.
- Master's degree in administration (or equivalent), is preferred.
- A minimum of 2 years' experience as an Athletic Director is required.
- Christian school leadership experience is preferred.
- A strong commitment to the philosophies and mission of Plymouth Christian Academy.
- Reflect the purpose of the school, which is to honor Christ in every class and activity.
- Excellent interpersonal skills interacting with children, parents, and colleagues.
- Effective organizational skills.



Job Responsibilities:

Essential Functions

The Athletic Director is responsible for the effective and efficient operation of the department of Athletics. He/she shall...

- Model Christ in word and deed.
- Organize competitive sports programs both within PCA and between PCA and other schools.
- Work with coaches in the planning and scheduling of all games and related activities.
- Serve as the official representative of the school in athletic conferences.
- Maintain accurate records of individual student participation, achievement records, and awards for sports. Also maintain records of physical, parent permission, and insurance coverage of all athletes.
- Plan and organize programs of public information and/or fund raising, involving athletics, with approval of the Superintendent.
- Coordinate scheduling and the use of the athletic facilities.
- Supervise, select, and evaluate coaches in the various sports programs and prepare contracts subject to approval of the Superintendent.
- Prepare all reports, eligibility lists and forms to meet the MHSAA and MIAC requirements.
- Arrange for officials at all scheduled events.
- Purchases athletic equipment and uniforms and maintains an accurate inventory of all athletic equipment.
- Arrange for transportation for athletic teams in cooperation with the Transportation Supervisor.
- Arrange for appropriate crowd supervision at athletic events.
- Maintain accurate records of all receipts and expenditures as required by regulations of the Finance Office.
- Process and record all purchase order requests with the approved accounting procedure.
- Promote in-service training and professional growth of coaches.
- Schedule clock operators and announcers.
- Recommend improvements to athletic facilities and programs to better serve PCA students.
- The Athletic Director is responsible for the promotion of the school and the athletic program to the community. He/she will do this by:
 1. Printing and distributing schedules of all games and activities.
 2. Reporting accomplishments and results of the team.
 3. Maintaining effective liaison with local sportswriters and news media.
 4. Representing the school at community functions.
 5. Effectively stimulating the interest of parents and students.
 6. Liaison with the Athletic Boosters.



7. Serve as a member of the athletic committee and academic counsel.
8. Assume all other duties as assigned by the Superintendent/Secondary Principal.

Recruitment

- Partner with Human Resources to recruit, interview and hire new Coaches.
- Secures Head and Assistant Coaches for all PCA Sports, including an Assistant Coach in partnership through a co-op football team.
- Collaborate with the Superintendent/Secondary Principal to promote the school throughout the community.

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.