



ATHLETIC DIRECTOR

- The Director of Athletics reports directly to the Head of School and is an educational leader and teacher at the school.
- The Athletic Director develops, manages, and supervises the school's physical education and athletic programs. Requires evening and weekend commitments.

JOB DESCRIPTION

- Develop, manage, and supervise developmentally appropriate athletic and PE programs aligned with the school's overall educational mission and goals and accessible to all students.
- Work with the senior leadership team to continue to innovate and develop a strategic vision for athletics at Victory.
- Represent Victory Christian School in all league and athletic associations and attend all meetings.
- Schedule all middle school, junior, and varsity contests for the school's interscholastic teams.
- Ensure all coaching positions are filled with competent and properly trained coaches.
- Supervise, develop, and evaluate all coaches.
- Prepare and implement the annual departmental budget.
- Oversee the distribution, collection, storage, upkeep, and replacement of all school athletic uniforms and equipment.
- Ensure that athletic fields and facilities are prepared/ secured for hosting athletic contests.
- Communicate with students and parents regarding appropriate expectations for each level of competition.
- Ensure that all athletic equipment, facilities, fields, and courts are safe and clean for daily use.
- Report athletic achievements for both individuals and teams to the HS Office.
- Maintain accurate records of team and individual athletic statistics and accomplishments.
- Organize coaches' meetings at the beginning of each season to review expectations, guidelines, and rules of play.
- Distribute weekly facility schedules so coaches can plan practices accordingly.

- Schedule transportation for all away athletic contests.
- Secure the necessary number of qualified officials for each home contest.
- Review and revise the department handbooks annually.
- Distribute Parent-Student Handbook to team parents each season.
- Work with team captains to ensure approved team spirit wear is available.
- Order and distribute athletic apparel for coaches.
- Update athletic website pages with schedules, locations, and results of all interscholastic games.
- Ensure that all student-athletes have turned in required forms/paperwork and completed the concussion baseline Impact Test.
- Perform other duties as determined by the Head of School.

Minimum Qualifications

Personal Qualifications

A believer who is deeply committed to a consistent daily walk with Jesus Christ, including personal devotions and prayer.

Professional and Education Qualifications

- Bachelor's degree, ideally in physical education or a related field. Master's degree preferred.
- At least four years of relevant experience in an athletics-related role in an educational environment is preferred. Teaching credential not required but preferred.
 - CPR and First Aid Certification
- Experience teaching and coaching different sports as well as different levels (middle school, junior varsity, varsity).
- Successful background working with student-athletes and coaches.
- Outstanding interpersonal and communication skills, with a professional and empathetic approach.
- Willingness to be part of a collaborative environment and work closely with colleagues and parents.
- Strong organizational skills and attention to detail.
- Capacity to meet the physical demands of the role.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.

FAITH/PERSONAL TESTIMONY:

We are a Christian school, and we desire to nurture the students academically, socially, emotionally, and spiritually. The strongest applicants will have an active Christian faith. Those who demonstrate through their Statement of Faith/Testimony paragraph an understanding of how their faith and life connect will be strongly considered for an interview.

Compensation Package

The Athletic Director position is a Full-time, 12 month position, with 5 weeks off a year (paid)

Salary, \$50K-63K a year DOE

Full Medical, Dental, option to purchase Vision and life insurance

403B eligible with a 2% match

Tuition discount for child(ren) of Athletic Director

Please submit required documents via email to jobs@victorycs.org

Subject line: ATHLETIC DIRECTOR POSITION

Required Documents

RESUME

COVER LETTER

TRANSCRIPTS (unofficial is acceptable)

3 PROFESSIONAL REFERENCES

PERSONAL TESTIMONY OF FAITH