

Athletic Director (Part Time)

Goal: Provide for overall leadership and coordination among various sports to facilitate programs that provide teenagers worthwhile learning experiences.

Qualifications:

- Energetic, driven, organized, strong leadership skills, and
- Previous experience as a coach required.
- Knowledge of overall operation of high school athletic program and AIA regulations.
- Valid First Aid and CPR certification required.
- Bachelor's degree
- Well versed in soccer, volleyball, cross country, basketball, softball, baseball, golf, and cheer.

Duties and Responsibilities:

- Responsible for assessing school athletic program.
- Work with Assistant Principal
- Put together schedules for all sports mentioned above including pre-season games and tournaments and clears them with the Assistant Principal.
- Coordinate all transportation for teams with CIP Transportation coordinator.
- Keeps track of all coaches CPR and First AID Certification, and finger printing and makes sure they are up to date and valid.
- Meets regularly with coaches to keep them informed of school policies on eligibility and other information.
- Responsible for conducting coaching performance assessments.
- Attend athletic events when possible and coordinates with the Assistant principal when not able to attend an event.
- Attend all AIA League meetings.
- Keep copies of student-athlete physicals and provide each coach with a copy for travel purposes.
- Keep copies of transportation permission slips and provide each coach with a copy for travel purposes.
- Work with coaches and Assistant principal in planning athletic banquets and award ceremonies for each team.
- Work with each coach to plan a senior farewell ceremony during the last home game of each sport with senior participants.
- Inform all coaches that they must wait with student athletes after practice and games until they are all picked up by the parents.
- Responsible for contracting all game officials for home games.
- Promotes an athletic program that encourages and teaches athletes and coaches to practice sportsmanship and are welcoming to competing teams and guests, and represent our school in a good light.
- Along with the coaches, helps with set up and take down of the gym at all home volleyball and basketball games.