

# LEGACY PREPARATORY CHRISTIAN ACADEMY

HERE AM I. SEND ME! ISAIAH 6:8

## Athletic Director

**TITLE:** Athletic Director

**PURPOSE:** The Athletic Director is the spiritual head of the sports program at Legacy. The main purpose is to develop strong, Christian young men and women. Second, he will develop and maintain an excellent athletic program at Legacy Prep. The AD will work with students, staff and parents to ensure excellence in all areas related to our sports program. Legacy Prep athletes will be leaders in our school not only on the field but through community service and other activities. In all things, the Athletic Director will seek to glorify God through these areas as part of the mission and vision of Legacy.

**REPORTS TO:** Head Administrator

**JOB SUMMARY:** The Athletic Director will provide strong, Christian leadership and vision as he/she develops, coordinates and manages schedules, facilities, games, referees, volunteers, and all things related to competitions. The A.D. will also be responsible for understanding and familiarizing themselves with all TAPPS rules and regulations, as well as all Legacy policies.

**CHARACTER REQUIREMENTS:** The Athletic Director is asked to uphold the school's statement of faith and lead by example in a way that glorifies God and honors His son, Jesus Christ.

### **DUTIES:**

#### **The Athletic Director Functional Responsibilities:**

Establishes and implements the policies requiring participation in student activities to be conditional upon academic performance.

Making sure professional instructors (coaches, mentors, etc.) are able to work in partnership with parents.

- ❖ Enforces high, biblical standards emphasizing character, discipline, faith, and a strong student work ethic.
- ❖ Hires strong, Christ-loving coaches to lead each sport at Legacy.
- ❖ Develops relationships with each coach under his care, and communicates on a regular basis with each one regarding goals, budgets, planning, practices, etc.
- ❖ Builds relationships with parents, teachers, staff, and students that extends further than athletics.
- ❖ Maintain calendars on Praxi and on the Legacy website for all student athletic events and other student athletic activities.
- ❖ Provides location information of events and venues for parents, students, and opposing teams when athletics are in place. (Per Event)
- ❖ Responsible for directing the scheduling of all games, practices, and athletic events including but not limited to referees, umpires, and other officials.
- ❖ Responsible for acquiring facilities in which our students can participate, i.e., gyms, fields, etc.
- ❖ Acts as a Tournament Manager for all league and tournament activities sponsored by Legacy.
- ❖ Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
- ❖ Works closely with Booster Club to further Legacy athletics, whether through fund-raising, events, etc.
- ❖ Develops and maintains a written philosophy statement and conducts a preseason meeting with coaches, parents, and players to discuss acceptable behavior, practice procedures and other guidelines that relate to program management.
- ❖ Works to develop a positive athlete-teacher relationship. Initiates grade checks and conducts athlete study program if necessary.

- ❖ Enforces policy requiring students to pass all classes before they are eligible to play.
- ❖ Develops and maintains sport specific safety plans for each activity
- ❖ Insure that parents and students are effectively communicated with in regards to practice times, venues, and games.
- ❖ Develops an Athletic Department with a variety of team sports
- ❖ Ensures excellence in all Legacy-sponsored sporting events.

### **Minimum Qualifications:**

**Education:** Preferable BA in Education/Kinesiology, Physical Education, Administration or Sports Management, and some experience in this position.

**Experience:** Experience providing the service required by this position or knowledge of athletics/competition.

**Distinguishing Features of Work:** Provides support to coaches, students and families of Legacy and those visiting our campus. Additional responsibilities include student scheduling events, developing new athletic programs as desired by our families, providing officiating at events, acquiring facilities to play events, etc. This is a twelve (12) month position.

### **The Athletic Director Communicative Responsibilities:**

- ❖ Communicate regularly and in a timely fashion with parents and students about Student Activities and events.
- ❖ Seeks feedback from parents and students as it relates to new programs.
- ❖ Uplift and encourage the ministry staff, coaches and students involved in this program, and their families, through servant leadership.
- ❖ Recruit volunteers and advertise for special activities.
- ❖ Communicate and coordinate regularly with Booster Club.

### **The Athletic Director miscellaneous responsibilities and goals:**

- ❖ Continue professional growth by attending classes, workshops, and affiliations with professional organizations, i.e TAPPS and NAUMS.
- ❖ Work to create relationships with community leaders, opposing coaches, and other schools in our area.
- ❖ Create an atmosphere that is always honoring to the Lord.
- ❖ Understand and follow the proper administrative line of command and refer all requests or grievances through the proper channels.