



TRINITY CHRISTIAN ACADEMY ATHLETIC DIRECTOR JOB DESCRIPTION

12 - Month Position (Exempt Employee)

Annual Salary is commensurate with experience, qualifications, and level of education

The primary focus of the Athletic Director's responsibilities is to manage, oversee, and coordinate all aspects of the school's athletic program with professionalism, mission-focused vision, and integrity. Under the direction of the Upper School Principal and Head of School, the A.D. should provide timely implementation and communication of guidelines and policies, strategic guidance and direction, financial planning and budgeting expertise, and comprehensive communication on behalf of the athletic program in support of the school's mission.

Mission Statement

God has called Trinity Christian Academy to assist Christian families and their churches in providing a Biblically-directed, academically excellent education that equips students to be Godly leaders and servants in their homes, churches, and communities.

STRATEGIC RESPONSIBILITIES

- Manage all aspects of the athletic department with integrity, professionalism, and intentional mission focus
- Manage athletic budgeting and fundraising
- Manage an administrative leadership team within the athletic department
- Proactively communicate and respond on behalf of the school utilizing objective, professional, and mission-supported interpersonal skills
- Create and maintain an athletic administrative structure that strives for early fundamental skill development and a passion/love of the game
- Ensure compliance with all school, division, and government regulations
- Manage and uphold standards for academics, sportsmanship, and respect for student athletes and coaches
- Manage each sport and coach equitably
- Respectfully support the mission and policies of the school in word and in action
- Routinely communicate with the Business Manager to create, evaluate, critique, and independently manage the athletic budgets and to ensure proper and careful tracking of revenue and expenses in compliance with all applicable policies and requirements in alignment with the Christ-centered mission of TCA
- Act as administrative liaison to TCA's Athletic Booster Club, under the school's authority, to advance the school's mission through athletics at TCA
- Evaluate and update TCA's Booster Club policies and guidelines along with applicable administration and appropriate Booster Club officers every 3 years at minimum, and as needed
- Provide consistent, proactive, and strategic insight to Administration regarding the athletic program (staffing, communication, safety, facilities, vision, budget, training)
- Partner with administration in the planning, implementation, and follow-up of fundraising campaigns
- Build community and media relations for TCA Athletics

ADMINISTRATIVE OVERSIGHT:

- Athletic budget and all athletic related finances and fundraising
- Athletic handbook(s) management and proactive communication
- Game officials scheduling, hosting, and accountability
- TSSAA compliance, representation, and management
- Facility reservation management
- Facility maintenance management
- Social Media presence and promotion for sports, coaches, and athletes
- Athlete mentoring and discipleship program
- Coaches professional development, mentoring, and discipleship program

- Proactive cycle of continuous maintenance and improvement of TCA's athletic programming and facilities
- Athlete academic and behavior oversight and management in partnership with Administration and school policies
- Athletic related vendor vetting and implementation with administrative approval
- Inventory of all athletic equipment and uniforms
- Athletic equipment storage
- Evaluation of all athletic facilities and equipment on an annual basis with recommendations to the administration regarding maintenance, capital improvements, and purchasing
- Game administrator scheduling, management, and timely communication
- Personnel for all games (officials, scorekeepers, announcers, security, etc.)
- Practice schedules and locations communication in a timely manner, and management of conflicts as necessary
- Strategic opportunities for programs/camps
- Management for all programs/camps
- Management of elementary and intramural sports
- Seasonal sports pictures for all sports
- Gym/field set up and breakdown assignments and management for all athletic events
- Transportation of student-athletes for sporting events with volunteer drivers
- Bus scheduling and transportation; manage the reservation process for all school-related and external events
- CDL licensing requirement and management
- Strength & Conditioning and Wellness academic program management and liaison

PERSONNEL MANAGEMENT

- Delegate and manage proactively and appropriately so that the Athletic Director is able to fully fulfill administrative responsibilities and program vision and development.
- Ensure that all athletic positions have a clear job description that is communicated in advance and formally evaluated by these standards annually, and as needed.
- Create and conduct a comprehensive evaluation process for all coaches with timely analysis and feedback to promote promote ministry and professional growth and development
- Oversee, in collaboration with Administration, the hiring and firing of all coaches according to TCA's mission and expected standards of conduct, performance, and compliance
- Identify and provide needed, adequate, and consistent training for coaches - professional development should focus on promoting professionalism, integrity, mission focus, as well as knowledge and expertise of their specific sport(s)
- Manage staff and coaches to respectfully perform tasks according to the school's mission and policies

MINIMUM QUALIFICATIONS

- A desire to join a Christ-centered education community in ministry as a transformational leader
- An active Christian testimony and church involvement
- Bachelor's degree or above in education or related field
- 2+ years working in education as an administrator or educator or 4+ years working in a field related to the position's job responsibilities
- Excellent management skills
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills
- Computer proficiency: data base, word processing, etc.
- Ability to long range plan and manage the daily details of implementation
- Budget management experience; fundraising experience preferred

Please submit completed [TCA EMPLOYMENT APPLICATION](#) along with a resume and cover letter to cheryle.emison@mytcalions.com or mail them directly to:

Trinity Christian Academy
 Attn: Cheryle Emison
 10 Windy City Road
 Jackson, TN 38305