



<b>Job Title:</b>	PE & Athletic Director	<b>Job Category:</b>	Faculty
<b>Level/Salary Range:</b>	Commensurate with experience	<b>Position Type:</b>	Full-time, Exempt 11 Months
<b>Reports To:</b>	Principal	<b>Start Date:</b>	June 2019 for 2019-2020 Academic Year

**Applications Accepted By:**

<p><b>Fax or E-mail:</b>          (301) 698-1583 or <a href="mailto:bamaya@newlifecs.org">bamaya@newlifecs.org</a>          Subject Line: Athletic Director  <b>Attention:</b> Brenda Amaya</p>	<p><b>Mail:</b>          Brenda Amaya          New Life Christian School          5909 Jefferson Pike          Frederick, MD 21702</p>
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**Job Description**

**Role and Responsibilities**

New Life Christian School is looking for a Physical Education Teacher/Athletic Director for the 2019/20 school year. The PE Teacher & Athletic Director will be responsible for teaching and supporting all designated classes in PE and for creating a classroom environment that fosters, promotes and develops an understanding of the relationship of healthy body function and exercise; and that motivates each student to cultivate physical fitness, that develops strength, skill, agility, poise, and coordination in individual, dual and team physical activities and sports, in accordance with each student's ability. In addition, as Athletic Director, this position provides oversight and leadership for the total athletics program in accordance with the mission statement and policies of New Life Christian School.

**Required Spiritual Qualities**

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God - our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Actively participate in a local Bible-believing church.

**Required Professional Qualities**

- Hold a Bachelor's degree from an accredited postsecondary institution. Degree in Physical Education preferred.
- Hold an ACSI certificate or willing to participate in a program to complete the requirements for certification in a specified time period.
- Minimum of one year of teaching experience preferred.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in Microsoft Office Suite and Microsoft Office, and accessing the internet.
- Possess prior school leadership/administrative experience including strong organizational and management skills.

- Possess evidence of other adequate preparation, background, or experience as determined by the Principal.

#### **Spiritual Leadership**

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Work with the administration and staff to address the spiritual formation needs of the students.

#### **Academic Leadership**

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of Ren Web Student Information System.
- Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops and conferences.

#### **Administrative Leadership**

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Provide a good learning environment by keeping proper disciplines in the classroom, the gym, and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Arrange for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- Participate in beginning-of-year staff orientation, staff devotions, staff meetings, and parent/teacher fellowship meetings.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

**Other Responsibilities**

- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-year school closing process, such as the inventory of textbooks, furniture, equipment and attending graduation events
- Perform other duties as assigned by the Principal.

**Athletic Director Description of Duties and Responsibilities**

**Required Professional Qualities**

It is expected that the Athletics Director will :

Hold and maintain first aid and CPR certification

Certified Athletic Administration through NIAAA preferred

Have knowledge of the overall operation of an athletics department

**Required Professional Responsibilities**

Hire and supervise all coaches, providing direction, counsel and advice.

Work with the coaches in setting goals and objectives for the athletics program.

Enforce consequences for students, coaches, and others who do not abide by established standards.

Be familiar with the school policies and the policies of appropriate national organizations, the state athletic association, and the league; establish procedures so that the school, its personnel, students, parents, and other spectators won't be placed in potential liability situations.

Confirm and monitor athletics eligibility for all student athletes, and present this information to the respective coaches in conjunction with the school administration. Notify each coach of ineligible athletes according to policy.

Maintain a file of student athlete records, such as physical exam forms, eligibility forms, permission slips, rosters, athletics awards, and statistical records.

**Supervision of Personnel**

Recruit, and screen coaches, making sure they conform to school standards.

Assist the head coach of each program in the selection of other coaches, assistants, and volunteers for that program.

Provide orientation, direction and training of department staff and volunteers.

Arrange for substitute coaches when they're needed.

Provide ongoing and yearly evaluation of coaches and programs.

**Supervision of Scheduling**

Coordinate all athletics events that take place within school facilities and grounds.

Plan athletics programs for the entire year in consultation with Principal, and provide input for all athletics events on the master calendar.

Participate with other league athletics directors in planning, coordinating, and implementing league events and activities.

Coordinate with coaches the scheduling of all tournaments, sports banquets, interscholastic contests, trips, clinics, camps, practices, and scrimmages related to athletics.

Send schedules to opposing schools in advance of play dates.

Secure officials for each sport's home event; make sure the appropriate officials associations are contacted and the final schedules are sent to them. Notify commissioners of any change in time or location of contest.

Provide appropriate supervisory personnel for each home interscholastic event.

Assist visiting teams when accommodations or services are needed. Serve as host to visiting teams. Act as liaison, informing visiting teams and officials of the pertinent details of their participation, such as time schedule and dressing facilities.

#### **Supervision of Transportation and Lodging**

Be in charge of all transportation for athletics events; secure transportation vehicles for away games, and ensure that all drivers have appropriate licenses and insurance.

#### **Supervision of Student Safety**

Know the procedures for dealing with emergency situations in the school, gym, and outdoor facilities.

#### **Supervision of Facilities**

Regularly inspect athletics facilities and report to the appropriate individuals any campus safety, health and maintenance needs that are observed.

Delegate responsibility for the upkeep of athletics facilities when necessary.

Make sure gym, fields and spectator areas are properly set up before visiting teams arrive.

Secure, or delegate responsibility for securing gym, fields, and locker rooms following activities.

#### **Supervision of Athletics Communication**

Handle all correspondence pertaining to athletics.

Distribute all athletics communications as appropriate.

Maintain athletic schedule website.

Notify all parties of competition schedule changes.

Respond in a timely manner to parent complaints and to parent requests for help by providing information.

Counsel and assist coaches on the timely and appropriate communication with parents.

Attend and report at administration meetings and faculty meetings.

#### **Supervision of Game Management**

Attend and observe all home games.

Supervise sports program management. In advance of game days, secure and coordinate volunteers to serve as announcer, timer, concession workers, scorekeeper, scoreboard operators, tickets sellers and takers, official scorers, someone to do the invocation and the national anthem, along with other necessary game personnel.

Designate sections for visitors, parents and students at home games.



**Supervision of Public Relations/Media**

Coordinate all sports publicity. Ensure that the results of all athletics home events are reported to the appropriate media.

Represent the school at all conference director meetings and events and as needed, at state athletic association meetings.

Welcome visiting coaches and teams, and give necessary instructions to coaches.

Provide local newspapers, radio stations, television stations, and related websites with schedules, rosters, and a contact phone number and team statistics after each game.

Provide varsity coaches with media phone numbers, and instruct them to report scores, statistics, and details as required following home and road games.

Compile records of both team and individual marks that will serve as school records.

Arrange for team photos, and communicate the details to coaches, parents and students.

Order letters and sports awards needed by obtaining a list of such from each coach.

Coordinate the athletics presentations for the various awards assemblies and programs.

**Supervision of Budget**

Coordinate and prepare the athletics budget in collaboration with coaches from each sport and present it to the Principal for inclusion in general budget. Follow up on budgetary compliance by the coaches.

See that all conference association and league fees are paid in a timely fashion.

Collect and secure all money from sports fees, gate receipts, and other such items; follow school financial protocol to turn it over to the bookkeeper.

Oversee the uniform and equipment inventory for the athletics program. Provide for the care and security of all sports inventory.

Order necessary equipment and uniforms when needed within budgetary guidelines.

Work with the Principal to approve and coordinate all athletics fund-raisers.

Determine athletics insurance needs.

**Supervision of Purchasing/Equipment**

Account for all uniforms and equipment checked out to coaches and players during a season at season's end. Bill players who have uniforms that are missing or damaged beyond normal wear and tear.

Secure bids for the purchases of equipment when rule changes necessitate it or when old equipment is worn out.

**Additional Duties or Responsibilities**

It is expected that the athletic director will.

Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.

Participate in the school's development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention.

Perform any other duties that may be assigned by the administration.

Approved By:	Jo Anne Boles	Date:	2/11/19
Last Updated By:	Brenda Amaya	Date/Time:	2/11/19