



**Job Description:** Athletic Director  
**Reports To:** Head of School  
**Department:** Administrative

**Part/Full-time:** Full-time, year-round position  
**FLSA Classification:** Exempt

**Brief Description:**

The Athletics Director at Providence Classical School reports to the Head of School of Providence Classical School and is responsible for the development and implementation of the interscholastic athletic programs.

**Knowledge, Skills, Abilities, Worker Characteristics, and Qualifications:**

- Bachelor's degree
- Minimum of five years of experience in athletics management, coaching, or similarly responsible position
- People skills
- Appreciation for and knowledge of classical and Christian education and desire to see those applied consistently and thoroughly to athletics.
- Love of sport and the building of godly character in young men and women
- Knowledge of physical training and body development
- Business, budgeting, and organizational skills
- Written and oral communication skills
- Computer skills
- Ability to analyze/trouble shoot.
- Knowledge of management practices and principles
- Ability to negotiate and collaborate.
- Ability to steward the resources God has committed to the school.

**Physical Requirements and Work Environment:**

Physical work around campus, including lifting and carrying items with weight.

Sometimes works in standard office conditions and climate.

Works in a stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

May work at a desk and computer for extended periods of time.

Frequently listening to and talking with students, faculty, and other staff members

**Position Responsibilities:**

1. Provide leadership and direction for the interscholastic athletic programs.
2. Work collaboratively with PE teachers to integrate PE and the interscholastic athletic programs.
3. Set annual goals to assure the interscholastic athletic program is consistent with the philosophy and priorities of Providence Classical School.

4. Supervise and direct the coaching staff to ensure that practices are organized and productive with lesson plans and objectives.
5. Attend weekly admin meetings (and staff meetings as schedule allows) in order to facilitate communication between athletics and the broader school community.
6. Oversee recruiting and employment of coaches and ensure that contracts with the same are executed professionally and in a timely fashion.
7. Work with Human Resources to ensure that contracts and stipends are executed in a timely manner.
8. Prepare annual report of activities supporting goals.
9. Maintain active communication with all administrative staff to promote the integration of athletics into the broader educational mission of Providence Classical School.
10. Maintain and update the Athletic Handbook and Coaches' Manual yearly.
11. Meet with coaching staff before each season begins to acclimate them to their new season, instructing them in the distinctives of PCS athletics (Christ-like character and classical methodology) and meet with the coaching staff at least once in mid-season to monitor goals and progress of the overall athletic program.
12. Schedule all athletic events, including early dismissals (no more than four/year/team) and submit the athletic calendar to the Head of School for approval.
13. Supervise and work together with the athletic coordinator or assistant athletic director to ensure that all athletic programs, events, and meetings are scheduled once approved by the Head of School.
14. Maintain all team schedules/calendars for proper functioning of athletics within the school community.
15. Implement standards for academic eligibility of students to participate in the athletic program.
16. Track academic eligibility of students who participate in the athletic program.
17. Secure and schedule officials, transportation, fields, equipment, uniform distribution and collection, and personnel necessary for program implementation.
18. Monitor compliance with all applicable regulations regarding the athletic program (TAPPS, et al).
19. Recruit, supervise and evaluate coaching personnel; recommend candidates for vacant positions to the Head of School.
20. Prepare, recommend, and administer the annual budget for athletics in consultation with the Head of School and Operations Director.
21. Remain up to date with ongoing research for program development through study, seminars, and clinics.
22. Maintain coaches' equipment, including first aid kits, timers, locker room necessities, the safety of the weight room equipment.
23. Maintain athletic department paperwork.
24. Oversee awarding of athletic awards.
25. Prepare agenda for team meetings.
26. Organize team emails as needed via rosters in FACTS and grow in facility of FACTS and other computer technical programs. (Expertise in technology is not required, but a growing facility is necessary.)
27. Establish and maintain summer athletics programs.

28. Develop a vision for and plan PCS sponsored tournaments (e.g., volleyball, basketball, cross country).
29. Work with the Development Director to establish marketing and fundraising opportunities for athletics.
30. Establish and maintain a healthy relationship with the PCS Booster Club to partner together for the benefit of the interscholastic athletic programs.
31. Assists as back-up coach if needed.

**Essential Expectations:**

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support a local church whose beliefs are in agreement with PCS.
- Overtly support and act in accordance with Providence Classical School's mission, values, and statement of faith.
- Advance the strategic plan's operational-level items at the direction of the Head of School.
- Communicate in a way that is pleasing to God and consistent with biblical principles (Matthew 7, 18; James 3).
- Interact with colleagues in a mutually respectful and edifying manner that fosters a healthy faculty culture.
- Represent PCS effectively to its constituents.
- Uphold professional standards of personal presentation, punctuality, professional courtesy, confidentiality, and discretion.
- Partner with the rest of the administrative staff to create raving fans of PCS, providing exceptional customer service.
- Achieve the relationship between hard income and expenses as laid out in the Strategic Financial Plan.
- Maintain professional credentials as appropriate.
- Partner with parents *in loco parentis* in the discipleship of students.
- Comply with the policies and procedures as articulated in Providence Classical School's governing documents.
- Work effectively with the Head of School, US Principal, Board Committees, and colleagues.
- Authentically engage in self-reflection and annual personal and professional growth. This includes written goals and progress towards those goals.