

Job Description: Athletic Director

Christian Heritage Classical School – Longview, Texas

Position Overview

The Athletic Director (AD) at Christian Heritage Classical School (CHCS) plays a vital role in leading a Christ-centered, student-focused athletic program that aligns with the school's mission and core values. The AD oversees all aspects of the athletic department, fostering spiritual, physical, and mental development in student-athletes while promoting excellence, integrity, and character. The AD works collaboratively with administration, faculty, coaches, and parents to provide an athletic program that develops students into Christ-like leaders.

Key Responsibilities

Student Development

The Athletic Director at Christian Heritage Classical School is responsible for ensuring that the athletic program serves as a vital extension of the school's mission to partner with parents in developing students spiritually, physically, and mentally. This includes teaching and modeling the following principles:

- **The Importance of Character:** Cultivate an environment where student-athletes learn to navigate both success and failure with integrity, humility, and perseverance, recognizing that character matters in every situation.
- **The Importance of Self-Control:** Emphasize the value of personal responsibility by teaching students to be accountable for their actions, words, and efforts on and off the field.
- **The Importance of Accountability:** Foster a team culture where sacrifice, dependability, and unity are prioritized, helping students understand the significance of contributing selflessly to a collective goal.

Coaching Leadership and Development

- **Active Engagement:** Actively coach at least two sports (one in the fall and one in the spring), whether as a head coach or assistant, to maintain direct involvement with athletes and staff, ensuring a thorough understanding of the program's needs and challenges
- **Recruitment and Hiring:** Identify, recruit, and hire coaches and staff who embody the mission of Christian Heritage Classical School and are dedicated to fostering students' spiritual, physical, and mental growth.
- **Retention and Support:** Build a stable coaching staff by fostering a positive, collaborative environment that encourages long-term commitment, especially for head coaches.

- **Develop Future Head Coaches:** Recruit and mentor assistant coaches, equipping them with the skills and experience necessary to become effective head coaches at CHCS or other institutions.
- **Onboarding and Compliance:** Ensure that all coaches complete the required paperwork, Ministry Safe Training, and any other requirements before engaging with athletes, ensuring full compliance with CHCS policies and guidelines.
- **Training and Mentorship:** Provide consistent training and mentorship to all coaches, promoting excellence and uniformity across sports.
- **Performance Evaluation:** Attend practices and games to observe, evaluate, and provide constructive feedback on coaching performance, supporting continuous improvement and alignment with CHCS values.

Administrative Responsibilities

- **Assistant Athletic Director Oversight:** Provide leadership, guidance, and mentorship to the assistant athletic director, delegating tasks as needed, ensuring effective contribution to the athletic program, and regularly evaluating performance.
- **Team Administration:** Oversee all aspects of team management, including registration, eligibility compliance, scheduling, and transportation logistics, with support from the assistant athletic director as delegated.
- **League Compliance:** Maintain strong relationships with TAPPS/CSAC, ensuring compliance with league requirements and administrative protocols, delegating specific tasks to the assistant athletic director as appropriate.
- **Event Management:** Coordinate the planning and execution of athletic events, including concessions, gate operations, scoring, referees, trainers, and volunteer coordination, with the assistant athletic director providing additional support as assigned.
- **Off-Season Development:** Develop and implement a meaningful and focused off-season program for rhetoric girls and boys, designed to build strength, agility, and overall athletic performance in alignment with CHCS athletic goals and values.
- **Summer Camp Oversight:** Organize, recruit coaches, and oversee the successful execution of summer camps for soccer, volleyball, football, basketball, and baseball. These camps should provide skill development opportunities for students from upper elementary through 12th grade.

Resource Stewardship

- **Budget Management:** Oversee the athletic program within the established budget, ensuring prudent and equitable allocation of resources across all sports. Collaborate in assessing budget adequacy and assist in establishing appropriate fees for each sport to support program sustainability and growth.

- **Facility Oversight:** Manage and maintain all athletic facilities, including the gym, football field, and other sports areas, ensuring they remain safe, functional, and well-kept.
- **Equipment Management:** Oversee the purchasing, maintenance, and inventory of athletic equipment and supplies to support the needs of teams and programs effectively.
- **Partnering with Sentinel Supporters:** Collaborate with Sentinel Supporters, the CHCS booster club dedicated to supporting athletics, fine arts, and competitive academic programs, to explore and propose creative funding opportunities that enhance athletics at CHCS.

Parent and Community Engagement

- **Build Relationships:** Develop and maintain strong partnerships with parents, working collaboratively to support the holistic growth of student-athletes.
- **Clear Communication:** Share athletic department expectations, including codes of conduct, with students and parents to ensure alignment with school values and policies.
- **Gather Feedback:** Regularly seek input from parents, athletes, and coaches through surveys to identify opportunities for growth and continuously enhance the athletic program.

Physical Education Oversight

- **Collaboration with Principals:** Collaborate with school principals to oversee and supervise the Physical Education (PE) program, including its teachers.
- **Curriculum Alignment:** Ensure the PE curriculum and teaching methods align with the athletic program's goals of fostering students' spiritual, physical, and mental development.
- **Guidance and Support:** Provide guidance and support to PE teachers, ensuring consistency with the broader mission and values of Christian Heritage Classical School.

Qualifications

- A genuine passion for fostering the spiritual, physical, and mental development of student-athletes.
- Demonstrated commitment to the mission and values of Christian Heritage Classical School, with a lifestyle that reflects biblical principles.
- Proven experience in athletic administration and coaching.
- Exceptional organizational, leadership, and communication skills.
- Strong ability to build and maintain positive relationships with students, staff, parents, and community members.
- Effective conflict resolution skills, with the ability to mediate disagreements among students, between parents and coaches, and other situations while maintaining a Christ-centered and collaborative approach.

- Bachelor's degree required.
- CDL preferred or willing to acquire

Compensation and Evaluation

- This is a full-time position with a salary commensurate with experience and qualifications.
- The Head of School will conduct annual performance evaluations, incorporating feedback from parents, athletes, and staff to ensure continuous improvement and alignment with school goals.