

Athletic Director – Dorchester Academy

Job Description

REPORTS TO: Head of School

PURPOSE: To further develop the growing athletic programs at Dorchester Academy

The A.D. will work with the Head of School, students, staff, and parents to ensure excellence in all areas related to our sports program. Dorchester Academy 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 athletic activities as part of the mission and vision of Dorchester Academy.

JOB SUMMARY: The Athletic Director will provide leadership and vision as he/she develops young men and women through athletic competition, coordinates and manages athletic events, coaches, schedules, facilities, games, and all things related to competitions. The A.D. will also be responsible for understanding and following the SCISSA Constitution and SCISSA Code of Conduct.

DUTIES:

The Athletic Director Functional Responsibilities:

- ❖ Work cooperatively with the Head of School to develop and enforce policies associated with athletic participation (eligibility forms, physicals, acceptable behavior, practice procedures and game attendance)
- ❖ Hire and develop professional, high-character instructors (coaches, mentors, etc.) for each sport
- ❖ Ensure that all coaches take and complete the required SCISA courses
- ❖ Review and enforce the SCISSA Code of Conduct with all athletes and coaches; emphasize character, discipline, and strong work ethic
- ❖ Work to develop a positive athlete-teacher relationship through partnerships with teachers and Head of School. Initiate grade checks and conduct athlete study program if necessary
- ❖ Develop the entire athlete through strength training, conditioning, etc.
- ❖ Responsible for scheduling of all games (whether through coaches or volunteers), practices and managing any scheduling conflicts as necessary.
- ❖ Maintain and publish all sports calendars and rosters
- ❖ Schedule personnel for all games (officials, scorekeepers, announcers, security)
- ❖ Maintain concession stands for events: ordering, stocking, worker assignments
- ❖ Schedule workers for gate admission for all games
- ❖ Maintain school busses: cleanliness, gas, and general maintenance
- ❖ Maintain sports facilities: cleanliness of fields, gym (including locker rooms, weight room)
- ❖ Ensure all AED's are current
- ❖ Schedule, coordinate and oversee Athletic Awards Programs
- ❖ Keep an inventory of all Athletic equipment and uniforms

- ❖ Represent and work to market the athletic program at Dorchester Academy through social media presence and promotion for sports, coaches and athletes (press coverage, post and maintain schedules on social media)
- ❖ Communicate frequently and effectively with the entire sports public (staff, coaches, students, parents, administrators, press, etc.)
- ❖ Promote sportsmanship and welcome competing teams and guests to Dorchester Academy
- ❖ Act as a liaison between coaches and Booster Club to promote athletics via fund-raising, athletic gear, etc.
- ❖ Manage the athletic budget in a responsible manner and in a way that is fair to each sport
- ❖ Manage Athletic Passes: collection of funds and distribution
- ❖ Periodically evaluate the need/want for new sports and potentially add them to Dorchester Academy's athletics.
- ❖ Physical Education teacher for one (1) class
- ❖ Assist student athletes in the pursuit of collegiate participation/scholarships
- ❖ Work to encourage and involve the current student body to participate in athletics
- ❖ Create an atmosphere that is always honoring to the Lord

MINIMUM QUALIFICATIONS:

Education: Degree, Business and other athletic/management experience will be considered

Preferred Experience: Head Coaching experience preferred. Strong managerial experience.