

CITADEL CHRISTIAN SCHOOL

JOB DESCRIPTION AND SELF-EVALUATION FORM

POSITION TITLE: Athletic Director

GENERAL DESCRIPTION: Build and maintain the entire athletic program for Citadel Christian School in alignment with the philosophy of athletics for CCS

QUALIFICATIONS: The Athletic Director shall be one who has received Jesus Christ as Savior and Lord. He/she shall be a member in good standing of an evangelical church and shall lead a mature Christian life. The AD will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian Role Model to pupils (1 Timothy 4:12) both in and out of school (Luke 6:40)

RESPONSIBLE TO: Head of School or Principal

NOTE: When using this form for self - evaluation, follow this rating scale:

5-Clearly Outstanding	4-Commendable	3-Meets Expectations	2-Needs Improvement	1-Unsatisfactory
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Specific Duties

- _____ 1. Ensure that all coaching policies and guidelines are followed.
- _____ 2. Be responsible for the condition of the facilities. Note: While being responsible does not mean that the coach must do the work (e.g., cleaning), it does mean that the coach must see that the work is done.
- _____ 3. See that the facility is ready before a practice or game.
- _____ 4. Secure a Class C Commercial Driver's License if the school acquires a bus.
- _____ 5. Check to ensure that athletes and parents have left the campus before leaving.
- _____ 6. See that the facility is locked or secured after use.
- _____ 7. Report any damages to the appropriate authority.
- _____ 8. Supervise coaches and players.
- _____ 9. Provide for the supervision of all players after practice or game until parents pick up their children.
- _____ 10. Care for equipment (issue, ensure proper use, not abused, inventoried, properly stored)
- _____ 11. Report any lost, broken, or stolen equipment to the office.
- _____ 12. Attend to in-season responsibilities.
- _____ 13. Be responsible for the physical and spiritual well-being of the athletes during the sporting activity.
- _____ 14. Pray with the athletes before and after each game.
- _____ 15. Schedule practices.
- _____ 16. Notify all players of times and places of scheduled games and practices.
- _____ 17. Follow the scheduled times for starting and ending practices as closely as possible.
- _____ 18. Train coaches in proper conduct of players at all times during practices, games, or trips.
- _____ 19. Call to the attention of the Head of School any incidents of conduct by coaches, officials, players, or spectators, which might be detrimental to the best interests of the sport, the school, and our Lord Jesus Christ.
- _____ 20. Maintain good rapport with game officials and handle himself so that Christ is positively represented and that a good example is set for the athletes.

- _____ 21. Will seek immediate, qualified assistance when injuries warrant.
- _____ 22 .Report serious injuries to the Head of School and to the parent following the established accident procedures.
- _____ 23. Attend to post-season duties.
- _____ 24.Turn in a list of all game statistics to the Head of School (i.e., wins, losses, scores, or any special recognition or awards given to student athletes).
- _____ 25.Clean or have students clean their uniforms.
- _____ 26.Collect all uniforms.
- _____ 27.Hold students accountable to return uniforms in good shape.