

ASSISTANT ATHLETIC DIRECTOR - JOB PROFILE

- Title:** Assistant Athletic Director
- Reports to:** Athletic Director
- Evaluation:** Assistant Athletic Director performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.
- Status:** 30 hours per week, plus some evenings of game administration. Coaching opportunities are also available, but would be added as part of a separate process to determine individual program fit. 10-month position will have two (2) months off in summer.
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POSITION SUMMARY

The Assistant Athletic Director is a non-supervisory administrative position at Providence Academy, and is a part of the Athletic Department. This position is responsible for supporting the mission of School and, specifically, advancing the mission, culture, and function of the Athletic Department.

PRIMARY RESPONSIBILITIES

1. Seamlessly reinforce a Christ-centered, competitive culture of athletics to coaches, faculty/staff, student-athletes, parents, and those outside of our school.
2. Serve as the primary office manager, in partnership with the Business Office, of the Athletic Department. This includes, but is not limited to, roster management, class registration for student-athletes, grade recording for athletic classes, managing donor information, overseeing bus schedule, and maintaining eligibility records for student-athletes.
3. Maintain communication with lessors regarding facility usage for practice and game times.
4. Assist in coordination of athletic department fund-raising events (currently two major events per year).
5. Manage schedules for referees and volunteers for Home Games.
6. Manage updates of the Athletics website and Social Media profiles
7. Assist in setup for Home athletic events, including the setup of indoor and outdoor athletic facilities.
8. Assist in management of sponsorships and signage related to sponsorships
9. Maintain an up-to-date CDL for possible local bus transportation needs for the athletic department (CDL can be acquired after the start of employment)
10. Other duties as assigned by the Athletic Director

REQUIRED PERSONAL QUALITIES

1. Demonstrates faith in Jesus Christ as his/her personal Savior.
2. Professes a belief that the Bible is God's Word and is the standard for faith and daily living.
3. Agrees whole-heartedly with Providence Academy's Statement of Faith.
4. Is a Christian role model in attitude, speech, and actions toward others. (Luke 6:40) This includes being committed to God's biblical standards for sexual conduct.
5. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growth of their faith.
6. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
7. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
8. Meets everyday stress with emotional stability, objectivity, and optimism.
9. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.
10. Uses acceptable English in written and oral communication. Speaks with clear articulation.
11. Respectfully submits and is loyal to constituted authority.
12. Willing to notify the Principal of any policy he/she is unable to support.
13. Possesses a passion for the University-Model School mission/vision.
14. Possesses a clear knowledge, understanding, and heart for classical and Christian education.
15. Is a spiritual leader.
16. Is detail-oriented and able to remain flexible in the variable landscape of school athletics.
17. Possesses good people skills.
18. Has a servant's heart.
19. Is able to diffuse difficult situations.
20. Respects confidentiality.
21. Possesses and demonstrates the fruits of the Spirit.
22. Acts objectively when distinguishing what is best for Providence Academy when his/her own children are attending the school.
23. Is exemplary in praying for the school, staff, students, and families.
24. Models biblical principles of leadership in his/her relationships with and treatment of the faculty and staff.
25. Submits to the Athletic Director's, Head of School's and Board's authority.
26. Is able to articulate a Christian (biblical) philosophy of education and implement this philosophy at all levels of the school.
27. Is able to communicate openly and honestly with the Athletic Director.

Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function of this job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.