



# TWIN TIERS

CHRISTIAN ACADEMY

Elevating truth, faith, and wisdom.

## Part-Time Athletic Director & Physical Education Teacher



### + Job Title and Overview

The Athletic Director is responsible for managing all aspects of the athletic program in support of the school's mission. They are expected to have a sound understanding of all areas of athletic competition and demonstrate a wholesome attitude in all dealings and communication with students, parents, staff and outside persons.

### + Essential Job Functions

- Coordinate scheduling for sign-ups and all other athletic events for each sport
- Coordinate scheduling for usage of the gym and fields for practices and games
- Coordinate all officiating requirements
- Coordinate transportation for away games
- Make sure to attend all league meetings and stay up to date on league requirements.
- Instruct PE classes for all grades

### + Physical Education Instruction

- Develop and teach engaging physical education classes for students in all grade levels
- Create age-appropriate lessons focused on physical fitness, coordination, teamwork, sportsmanship, and healthy lifestyles
- Maintain safe, organized, and encouraging environment for all students
- Evaluate student participation and progress
- Encourage students to develop confidence, perseverance, and respect for others

### + Personnel Selection and Supervision as AD

- Recruit, interview and recommend applicants for coaching to the administrator
- Supervise all coaches, assistant coaches, and volunteers
- Organize and conduct mandatory coaches meetings
- Provide coaches with copies of physicals and medical release forms and verify all athletes return completed forms.
- Assign responsibilities and duties to the coaching staff as needed

## **+ Game Days**

- Make sure all volunteers are scheduled and communicated with prior to a game
- Ensure all refs have been assigned
- Organize and maintain inventory of all athletic equipment and storage areas
- Supervise game-day management by attendance or coverage at all home athletic events
- Coordinate game day set-up and tear down of facilities
- Oversee appearance, maintenance and safety of athletic facilities
- Submit order requests for necessary equipment for all sports
- Promote a positive experience for student-athletes, families, and visiting teams

## **+ Communication**

- Work in conjunction with the Head of School in the enforcement of academic eligibility
- Make sure Team Snap is up-to-date and has all families included
- Keep administration informed of student involvement through updated rosters
- Make sure families are informed of the forms needing to be completed prior to the start of the season

## **+ Growth**

- Explore and identify expansion possibilities in the areas of athletic offerings, including programs, and new relations with schools
- Seek ways to improve the overall student-athlete experience
- Support continued growth of physical education and athletic opportunities at TTCA