

Crosspoint Christian School
Position Description

Job Title: Athletic Director
Department: Athletics
Reports to: Head Administrator
FLSA Status: Exempt; Salaried; .5FTE

Position Summary

The Athletic Director at Crosspoint Christian School is a servant-leader position that facilitates and coordinates the student athletic program by recognizing and seeking the needs of the sports teams by requesting input from the current coaches.

General Job Qualifications

Physical ability to adhere to safety regulations. Willingness to adhere to Crosspoint Christian School policies. Coaches will abide by rules and regulations for coaching by the OSAA and meet the requirements for coaches including certifications and training in order to coach High School Athletics as set forth by the OSAA.

Evaluation

Performance of this job will be evaluated at scheduled intervals during the 170-day probationary period and annually thereafter.

Specific Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

- Works with a head coach and Head Administrator to seek candidates that will best uphold the pillars of an athletic program. Final authority for appointing coaches, assistant coaches, and other positions rests with the Head Administrator.
 - Meets with coaches, parents, and others to address or mediate any issues. Recommends changes of policy to Head Administrator.
 - Ensures communication to coaches regarding school policy, events, changes, information from staff meetings, and other information.
 - Provides annual performance reviews for each coach in accordance with the Evaluation Criteria for Coaches.
 - Recommends to the Head Administrator any actions related to conduct and/or performance issues.
 - Responsible for developing and maintaining the annual athletic budget.
 - Prepares contest schedules for each sport in consultation with head coaches.
 - Schedules facility use for contest and practices, and schedules lodging and travel for away games.
 - Works with the Director of Development to solicit sponsors for different sports.
 - Responsible for staffing, setup, facility care, transportation maintenance and represents the Crosspoint Christian Administration at contests/events.
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Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Public Relations Competencies

Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and general public.

Interpersonal Skills Competencies

Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.

Communication Competencies

Speak clearly and persuasively in positive or negative situations; listens and get clarification; respond well to questions; participate in meetings; write clearly and informatively; edit work for spelling and grammar; able to read and interpret written information.

Teamwork and Organizational Support Competencies

Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit; support everyone's efforts to succeed; volunteer readily; ask for and offer help when needed; follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values; prioritize and plan work activities; attend scheduled staff meetings; use time efficiently.

Faith and Ethics Competencies

Keep commitments; inspire the trust of others; work with integrity and ethically; uphold organizational values; promote a harassment-free environment; regularly attend church; demonstrate Christ-like character; seek out opportunities to minister to others.

Professionalism Competencies

Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; follow through on commitments; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Quality Competencies

Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

Safety and Security Competencies

Observe safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions; Use equipment and materials properly.

Attendance/Punctuality/Dependability

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

Physical Demands and Work Environment

PHYSICAL REQUIREMENTS OF JOB

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				X	
11-20 lbs				X	
21-50 lbs				X	
51-75 lbs				X	
76-100 lbs			X		
>100 lbs		X			
Maximum amount lifted by worker without assistance: 30 lbs .					
CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				X	
11-20 lbs				X	
21-50 lbs				X	
51-75 lbs				X	
76-100 lbs			X		
>100 lbs		X			
Maximum amount carried by worker without assistance: 20 lbs.					
PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				X	
11-20 lbs				X	
21-50 lbs				X	
51-75 lbs				X	
76-100 lbs			X		
>100 lbs		X			
Maximum weight of object pushed/pulled by worker: 70 lbs					
Distance: 20 feet Type of Surface: level tile or vinyl					
ENVIRONMENT (WORK CONDITIONS)					
Works inside or outside depending on sport					
Temperature Extremes: Depend on sport			Works on or around moving machinery or mechanical parts: Yes No		
OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel				X	
Crawl				X	
Walk-level surface				X	
Walk-uneven surface				X	
Climb Steps				x	
Climb Ladder		x			
Work at Heights	x				

Reach at or above shoulder				X	
Reach below shoulder				X	
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot controls		x			
ENDURANCE					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Sitting				x	
Standing				x	
Walking				x	
Change positions				x	

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.