



JOB DESCRIPTION

Position: Athletic Director

Reports to: Head Master

Position Status: Regular, Full-Time, Exempt

Department: Rock Academy

Effective: July 2012

Replaces: All Previous

Posting Number: RA-12-12

Posting Date: July 12, 2012

First Closing Date: July 19, 2012

Position Summary:

The Athletic Director (A.D.) will provide guidance and direction for the Rock Academy's Sports Program initially by compiling a Sports Standard for the Rock Academy and ensuring the Rock Academy follows such standards. Incumbent will report directly to the Headmaster.

Job Responsibilities and Duties:

1. Works in conjunction with the controller and coaches, with budget allocation on coach's salaries, team travel, equipment purchases and facility rentals.
2. Determines proper scheduling of games and practices for all Academy sports; including in-season/post-season plays.
3. Insures scheduled practice times for designated fields, courts or weight room are allocated for the Academy program.
4. Follows established Rock Church hiring process for the recruitment of coaches and provides guidance for implementing each new season or sport and assists with attaining goals.
5. Operates as the travel coordinator, for all scheduled sports trips outside of home games.
6. Coordinates officials and umpires at games and insures budget allotment for payment of services.
7. Establishes open communication with all coaches provides reports on the status of each team sport, in its successes and shortcomings.
8. Mediates all disputes, between; athletes, coaches, parents of athletes and coaches, between other teams and the Rock Academy's teams, within the Conference, and within the California Interscholastic Federation (CIF).
9. Consults with school administrators to assure student athletes are academically eligible for a given sport.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Head Master.

Job Skills and Requirements

1. Experience in administration or related fields, is required. Planning and organizing skills, knowledge of legal liability, public relations, skills in staffing and hiring, and knowledge of the CIF Green Book is a must.
2. Strong oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations. Experience in conflict resolution.

3. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint).
4. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
5. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in-group problem-solving situations; strong team player who meets commitments.
6. Ability to recognize and maintain confidentiality as appropriate.
7. Self-motivated and flexible with the ability to work well under pressure and in a fast paced working environment with minimal supervision.
8. Must possess good class management as well as knowledge of subject material.
9. Must understand the powerful evangelical platform that sports have in this world and will ensure that the coaches and players exhibit that at all times.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of both a LiveScan and reference check.
4. Regular attendee of a Bible believing Christian church, to be reviewed by Administration.
5. Attendance at all mandatory meetings (and events, as needed).
6. Signed acknowledgement of the Rock Church Statement of Faith.
7. Adheres to policies and procedures as stated in the Rock Academy Staff Handbook.
8. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in "professional casual" attire.
9. Attendance at all mandatory meetings (and events, as needed).

Physical Requirements:

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs. (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church and Academy are at-will, as such, are free to resign any time without reason. The Rock Church and Academy likewise, retain the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church or Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

