

Ankeny Christian Academy Athletic/Activities Director

Purpose of Position:

The Athletic/Activities Director (AD) is a part of Ankeny Christian Academy's (ACA) leadership team which is committed to carrying out the school's mission by equipping students to be Christ-centered disciples who engage the world with the Gospel. We accomplish this through academic excellence, Christ-centered discipleship, and authentic relationships. The AD functions as the administrative advisor responsible for the organized athletic program and performing arts programs of ACA assigned by the Head of School. The AD is the main contact for the school's athletic program with other schools and any associations of which ACA is a part. The Activities Director acts as the Athletic Director and sets all sport seasons and schedules for ACA teams.

Position

- **Full-time, year-round**
- **Salaried, at-will employee**

Reports To: Head of School
Evaluated By: Head of School
Direct Reports: Coaches, Performing Arts Directors

Requirements and Qualifications

- A minimum of three years of successful coaching and/or athletic director experience. (Current coaching endorsement or authorization; ability/willingness to obtain)
- Five years of successful teaching experience at the secondary level is highly desired.
- Outstanding organizational skills (exp. With Excel, Word, updating websites, etc...)
- Department of Education Coaching certification; evaluator approval (willingness to obtain)
- Strong communication and interpersonal skills with the ability to build relationships and manage conflicts.
- Budget planning and management.
- Experience managing a team of employees.
- Such alternatives to the above qualifications as the Head of School may find appropriate and acceptable.

Spiritual Qualifications:

The Activities Director accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Activities Director believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (1 Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore the Activities Director agrees that

any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Activities Director agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

Activities Director Responsibilities and Expectations

Athletics Development and Events

- Add additional athletic programs as interest, enrollment, and funds allow and establish cooperative agreements with other schools via IHSAA and IGHSAA.
- Order supplies and equipment and maintain current inventory for individual sports. Work closely with the Head of School on budget matters.
- Represent the school at all conference Athletic Director meetings as well as appropriate state and national athletic association meetings.
- Champion the Athletic Handbook for coaches and students. Make suggested revisions to the Athletic Handbook as needed. Develop and implement rules and regulations that govern the conduct of athletic events, ensuring they align with ACA's values.
- Contract Assigners/Referees
- Coordinate with coaches and Facilities Director End-of-Season award ceremonies/banquets.
- Contract athletic rentals as needed, including but not limited to practice fields/locations, cross country routes.
- Works with and advises the activities of booster organizations and serves as a liaison between the Athletic Booster Club and ACA.

Activities Events

- Maintain a calendar of athletic and extracurricular activities in conjunction with the master school calendar and effectively communicate it to participants
- Coordinate and communicate with staff members
- Oversee group activities
- Post a monthly calendar of events
- Arrange travel to off-site activities
- Ensure that staff and participants follow all safety protocols
- Submit budgetary recommendations for event equipment and supplies

Supervises the Performing Arts Extracurricular Department

- Approves drama, play, and musical programs prior to auditions
- Acts as liaison for event coordination
- Monitors the performing art extracurricular events
 - Monitor rehearsal and performance scheduling for potential conflicts
 - Conducts event follow-up and debriefing meetings
- Maintains budget oversight of events
 - Funding allocation
 - Director agreements
 - Additional staffing payments

Student Development

- Keep accurate records of student participation, season records, season accolades, and school career records.
- Make sure rosters are communicated to office personnel and school manager at the beginning of each season
- Mentor, encourage, and communicate with student athletes and parents
- Provide spiritual guidance and support
- Communicate athletic and regulatory eligibility status to student athletes, parents and coaches.
- Maintain physical examination files and concussion reports. Work with the school nurse to provide the health information booklet for each activity.

Coach Development

- Educate coaches in proper coaching strategies, techniques and philosophies
- Assist coaches in earning and maintaining certification
- Coordinate coaching clinics attendance as requested/approved
- Evaluate all coaching personnel in accordance to contracts
- Provide leadership in the interview selection and assignment of athletic coaches
- Coordinate coaching strategies between program levels to ensure proper athlete development
- Contribute to the administrative team, address teacher/parent/athlete complaints in a constructive manner and recommend necessary changes where appropriate
- Observe practices and games to provide relevant feedback and supervision of coaches and activities
- Meet with coaches and directors on a regular basis, including preseason and postseason meetings

Home Event Management

- Responsible for supervising, assisting, and hosting the teams, officials, and coaches during the athletic events. Act as the responsible personnel for spectator control unless another assignment is made by the AD.
- Plan and coordinate/schedule building usage, including practice, games, school pep assemblies, performing arts, concerts, and after hours meetings
- Assume ultimate responsibility for concessions including the hiring and training of Concessions Manager
- Manage responsibilities for supervision of athletic events as assigned
- Supervise the cleaning, inventory, storage and care of athletic equipment
- Supervise all ticket sales, including activity passes, and any fundraising of the activities program. Assume responsibility for proper handling of funds.
- Ensure all athletic facilities are prepared for events, including coordinating gate management, scorekeepers, officials, and announcers.

Planning and Scheduling

- Work closely with the facility personnel to ensure the proper maintenance of athletic and performing arts facilities, implement improvements, and address repairs as needed. Request custodial support as needed to the Facilities Director.
- Responsible for purchasing all supplies and equipment for the events, including athletics
- Assist Head of School and Finance Director in preparing and administering the performing arts and athletic program budgets.

Transportation

- Manage/coordinate all van usage
- Maintain the transportation calendar and keep current.
- Prepare vehicles for usage on a daily basis
- Complete maintenance as needed including oil changes, repairs, tires, inspections
- Supervise drivers and adult chaperones.
- Ensure the vehicle maintenance and compliance, including driver authorization and insurance approval
- Verify that the vehicles are clean and in good repair after each use.

Acts as part of leadership team

- Attend all required or assigned events.
- Other duties as assigned by the Head of School.

The Activities Director reports to the Head of School. This position will be annually evaluated and approved by the Head of School for continued employment.

Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

| WORKING ENVIRONMENT | OCCA-SIONAL | FREQ UENT | DAI LY | NOT APPLICAB LE |
|-------------------------------|-------------|-----------|--------|-----------------|
| COLD (50 F or less) | X | | | |
| HEAT (90 F or more) | X | | | |
| GASES/FUMES/DUST | X | | | |
| CHEMICALS/SOLVENTS | X | | | |
| NOISE | X | | | |
| CLIMBING STAIRS | | | | x |
| CRAWLING OR KNEELING | | | | x |
| STANDING | X | | | |
| SITTING | | | X | |
| WALKING | | | X | |
| RUNNING | | | | X |
| BENDING | X | | | |
| REACHING OVER SHOULDER | X | | | |
| PUSHING | X | | | |
| PULLING | X | | | |
| MOVING HEAVY ITEMS | x | | | |
| LIFTING/LOWERING: | | | | |
| Up to 20 lbs | X | | | |
| Up to 50 lbs | X | | | |
| More than 50 lbs | X | | | |
| LIFTING OVER SHOULDER: | | | | |
| Up to 20 lbs | X | | | |
| Up to 50 lbs | X | | | |
| More than 50 lbs | X | | | |
| CARRYING: | | | | |
| Up to 20 lbs | X | | | |
| Up to 50 lbs | X | | | |
| More than 50 lbs | X | | | |

| WORKING ENVIRONMENT | OCCA-SIONAL | FRE-QU ENT | DAILY | NOT APPLICABL E |
|----------------------------|-------------|------------|-------|-----------------|
| TELEPHONE | | | X | |
| FAX | X | | | |
| COPIER | | | X | |
| COMPUTER | | | X | |
| PRINTER | | | X | |
| CALCULATOR | | X | | |
| OVERHEAD PROJ. | X | | | |
| AV EQUIPMENT | X | | | |
| OTHER (Please list) | | | | |
| OUTDOOR DUTY | X | | | |
| DRIVING | X | | | |
| | | | | |
| WORKING ENVIRONMENT | OCCA-SIONAL | FRE-QU ENT | DAILY | NOT APPLICABLE |
| ON-TIME ARRIVAL | | | X | |
| REGULAR ATTENDANCE | | | X | |
| SUMMON EMERG. HELP | x | | | |
| APPLY CPR/FIRST AID | X | | | |
| LEAD FIELD TRIPS | X | | | |
| COMMUNICATE DATA | | | | x |
| PREPARE REPORTS | | | | |
| VISUAL ACUITY: Near | | | X | |
| VISUAL ACUITY: Far | | | X | |
| COLOR DISCRIMINATION | | | x | |
| HEARING | | | X | |
| SPEECH | | | | X |
| MANUAL DEXTERITY | | x | | |
| EYE/HAND COORD. | | X | | |
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Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.

Signature: _____