

## Athletic Director and Physical Education Teacher Job Description

New Life Christian School seeks an Athletic Director and Physical Education teacher. As an Athletic Director and Physical Education teacher, the position provides oversight and leadership for the total athletics program based on the mission statement and policies of New Life Christian School. The Physical Education teacher will teach and support designated Physical Education classes and create an environment that fosters, promotes, and develops an understanding of the relationship between healthy body function and exercise.

### Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support the school's statement of faith.
- Be a Christian role model in attitude, speech, and actions toward others.
- Actively participate in a local Bible-believing church.
- Motivate students to accept God's gift of salvation, be a Christian witness and role model to them, and help them grow in their faith.
- Follow Mathew 18 principles when dealing with conflict with students, parents, staff, and administration.

### Professional Qualities

- Hold a bachelor's degree in education or from an accredited post-secondary institution.
- You must hold an ACSI certificate or be willing to participate in a program to complete the certification requirements in a specified period.
- Demonstrate technology skills in Microsoft Office and Google Suite.
- Experience in Physical Education is preferred.
- Hold and maintain first aid and CPR certification.
- Possess prior school leadership/administrative experience, including strong organizational and management skills.
- Be able to warmly and articulately communicate.
- Have excellent organizational skills and the ability to work with people, projects, and resources.

### Educational Qualities

- Teach classes as assigned, following the prescribed scope and sequence as the administration schedules.
- Plan broadly through the use of semester and quarterly plans and objectives using the FACTS Student Information System.
- Regularly assess students' learning and provide progress reports as required.
- Provide an effective classroom management system.
- Maintain regular and accurate records to meet the demands for a comprehensive knowledge of each student's progress.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Respond promptly to parent complaints and parent requests for help with information.
- Participate in formal and informal parent-teacher conferences.
- Know the procedures for dealing with emergencies in the classroom and school.
- Participate in continuous professional development through professional reading, college coursework, in-services, workshops, and training.



- Participate in beginning-of-year staff orientation, staff devotions, and parent/teacher fellowship meetings.
- A thorough knowledge and understanding of the Christian philosophy of education will help provide leadership and guidance in the school's development of and commitment to a Christian worldview.
- Participate in the end-of-year school closing process, such as the inventory of textbooks, furniture, and equipment and attending graduation events.
- Perform other duties as assigned by the administration.

#### **Physical Demands**

- The school is a multi-level facility, requiring regular flights of stairs and walking around the buildings and grounds for supervision.
- Must be able to sit or stand for extended periods, have the skill of hands and fingers to operate office equipment, and lift at least 25 pounds.
- Occasionally, the Athletic Director must be able to work longer hours than a typical day for events such as back-to-school night, parent-teacher conferences, team meetings, open houses, graduation, or other evening meetings/functions.

### **Athletic Director Duties and Responsibilities**

- Hire and supervise all coaches, providing direction, counsel, and advice.
- Work with the coaches to set goals and objectives for the athletics program.
- Effectively lead students, coaches, and others who do not abide by established standards.
- Be familiar with the school policies and the policies of appropriate national organizations, the state athletic association, and the league; establish procedures so that the school, its personnel, students, parents, and other spectators won't be placed in potential liability situations.
- Confirm and monitor athletics eligibility for all student-athletes and present this information to the respective coaches in conjunction with the school administration.
- Notify each coach of ineligible athletes according to policy.
- Maintain a digital file of student-athlete records, such as physical exam forms, eligibility forms, permission slips, rosters, athletics awards, and statistical records.
- Recruit and screen coaches, ensuring they align with the school's mission, vision, and values.
- Assist the head coach of each program in selecting other coaches, assistants, and volunteers for that program.
- Provide orientation, direction, and training of department staff and volunteers.
- Arrange for substitute coaches when they're needed.
- Provide ongoing and yearly evaluations of coaches and programs.