



CALDWELL ACADEMY

Classical • Christian • Community

Job Title

Director of Athletics

Reports To

The Director of Athletics will report to Executive Leadership

Job Summary

The Director of Athletics will maintain oversight of all aspects of Caldwell Academy's athletic program. This includes, but is not limited to: hiring and evaluating coaches, ensuring a standard of excellence, and maintaining an environment which embodies the school's mission internally and externally.

Responsibilities and Expectations

At Caldwell Academy, we look for professional educators who exhibit particular traits, and then diligently and prayerfully hone their craft once employed.

- Read and adhere to the Caldwell Policy Manual, Employee Manual, and Parent/Student Handbook.
- Read and be in substantial agreement with the educational philosophies described in the books *Recovering the Lost Tools of Learning* and *Wisdom and Eloquence*.
- Commit to professional growth, including reading, coursework, and seminar attendance.
- Promote unity and respect among the faculty.

Qualifications

Required

- Exemplify a mature, committed Christian walk with a growing relationship with Jesus Christ, along with an understanding and support of, and agreement to, the school's Statement of Faith and Christian Role Model Agreement.
- Agree with the mission, vision, and educational philosophy of Caldwell Academy.
- Possess a bachelor's degree in a relevant field (e.g., athletic administration, education, sports management), appropriate certification, or equivalent experience demonstrating competency in athletic leadership and program management.
- Hold membership, or actively seeking membership in a local Christian church whose teachings are consistent with orthodox Christian doctrine.
- Mature understanding of interscholastic athletics within K-12 independent schools.
- Be a relationship builder
- Must be able to lift 50lbs

Preferred

- Master's Degree
- 3+ years experience in athletic administration.
- Prior experience in Christian education.

Director of Athletics Job Duties

- Build trust;
- Provide vision and leadership for the entire athletic program at Caldwell Academy;
- Communicate regularly with a variety of constituent groups prioritizing face-to-face contact whenever possible;
- Communicate the school's vision related to athletics to parents, students, coaches, and prospective families;
- Respond to parent and/or student grievances related to the athletic department in a timely manner;
- Assist in updating and maintaining the Caldwell Academy Athletic Handbook;
- Ensure that all policies in the Athletic Handbook are consistently enforced;
- Create and maintain a coach's manual which will include all relevant policies and procedures related to the athletic department;
- Take the lead in the recruiting, interviewing, and hiring of coaches;
- Supervise all coaches;
- Maintain a personnel file for each coach;
- Formally evaluate each coach at the end of the season;
- Submit appropriate compensation forms for coaches to the business office in a timely manner;
- Participate in regularly scheduled meetings;
- Provide timely updates to the athletic website;
- Determine competitive sports offerings for the upcoming school year;
- Assist the coaches in communicating practice times, schedules, etc. to administration, parents, players, and the entire school;
- Submit appropriate forms/invoices for payment;
- Manage the athletic budget;
- Annually evaluate Caldwell's athletic conference and make necessary recommendations regarding changes or improvements;
- Oversee Caldwell's Booster Club, including previewing meeting agendas, distributing minutes to Caldwell's administration, and overseeing the Booster Club budget;
- Communicate all budget requests (from the athletic budget and from the Booster Club budget) to the administrative manager;
- Support all school programs in general
- Assist with fundraising relevant to athletics
- Pursue strategic partnerships and develop external relationships to strengthen our presence in the broader Greensboro community
- Coordinate with the Facilities Director and Athletic Complex Manager regularly, as it relates to practices, games, travel, and schedule adjustments;
- Manage athletic calendars, including all regularly scheduled practices, games, and any out-of-season events.