



# 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.