



## **Athletic Director**

Berean Academy is seeking a qualified Athletic Director. Applicants should possess a vibrant Christian testimony demonstrating a growing relationship with Jesus Christ. Applicants should also fully support Berean's Statement of Faith and be excited about serving the Lord through a ministry in Christian education. The AD will develop Berean's athletic program, promoting athletic, spiritual, and social growth for athletes and coaches. The AD is responsible for the initiation and operational management of the athletic program for Berean, emphasizing the role of sports in character development. The AD serves as a Christian example for student-athletes and coaches and is committed to applying biblical principles to athletics.

### **Job Requirements:**

- Bachelor's degree
- Experience with athletic programs
- Previous experience in a school environment
- Strong written communication and interpersonal skills
- Strong organizational and leadership skills
- Proficiency in Microsoft Office Programs and technology in general

### **Job Responsibilities:**

#### Supervision of Coaches

- Find, recruit, and recommend coaches to the Administration for hire.
- Encourage coaches to develop goals and a general plan for the development of skills and Christian character in the athletes in their sport.
- Ensure work agreements are issued to coaches and receive back from them.
- Meet with coaches on coaching philosophy, team rules, lettering policies, policy compliance, program improvement, and program needs.
- Keep team rules and lettering policies on file.
- Oversee the development of the practice schedule of each sport.
- Observe coaches in practice and in competition for sport knowledge, coaching practices, and the ability to "walk in a manner worthy" of Christ.
- Periodically meet with each coach throughout the season and at the end of the season to review the season.

- Make recommendations to the Administrator on the assignment of coaching positions and position openings for the next school year as soon as possible.

#### Supervision of Athletic Programs

- Provide each program with fair attention, supplies, equipment, and facility
- Coordinate scheduling of all athletic programs and events.
- Secure, authorize, and present payment for game officials.
- Recruit volunteers to collect admission fees, to keep score, to maintain stats book, etc.
- Attend and manage home games/matches/meets.
- Help set up/clean up for activities (custodians help)
- Ensure game and practice environment maintains the distinct ethos of Berean Academy and a Christian school (music, hospitality, fans, etc).
- Work with coaches to make, maintain, and publish practice and competition schedules for each team.
- Maintain accurate and up-to-date records of student physicals.
- Facilitate off-season programs for high school sports (conditioning, weightlifting, etc.).

#### Supervision/Acquisition of Athletic Facilities and Finances

- Ensure proper care of uniforms and equipment is maintained by setting up procedures.
- Develop a process to ensure there are enough uniforms for the sport and establish a schedule by which new uniforms are purchased if finances allow.
- Purchase equipment within the budget necessary for each sport.
- Prepare an Athletic budget for approval before the final Berean budget is passed.
- Oversee the administration of the athletic budget.
- Supervise and determine transportation.

#### Supervision of Public Relations

- Network within the HOA League and the KSHSAA.
- Collect and maintain all athletic records.
- Handle all correspondence pertaining to athletics.
- Applying the Lord's principles found in Matthew 18, manage disputes between coaches and athletes and/or parents.

#### **About Berean Academy:**

Berean Academy is a K-12<sup>th</sup> grade Christian school located northeast of Wichita, Kansas. We are accredited by the Association of Christian Schools International and a member of KSHSAA. As the oldest Christian school in Kansas, we are a vibrant, growing community upholding Biblical standards for our students, faculty, and staff.

Application Process – Interested applicants should submit the following documents by email to [Dr. Tad Nuce](#):

Resume

Christian testimony