

ST. JAMES LUTHERAN CHURCH AND SCHOOL
Board of Christian Education

Position: Athletic Director

Accountable To: Board of Christian Education through the Principal

Purpose: The Athletic Director is responsible for the administration and supervision of the athletic program of St. James Lutheran School.

Duties and Responsibilities:

1. Develop and carry out a program of continuous evaluation of the athletic program and the coaching staff.
2. Insure that athletic equipment is in good condition and used in a safe manner.
3. Provide written reports to the Board regarding aspects of the athletic program.
4. Encourage summer athletic programs when possible.
5. Maintain an inventory of equipment and uniforms.
6. Attend all games and tournaments or appoints a designated faculty representative to attend for the purpose of supervising behavior.
7. Secure qualified coaches for each athletic season.
8. Is responsible for overseeing and preparing an athletic handbook for printing and distribution.
9. Oversee scheduling of athletic events and games.
10. Always encourage a Christian atmosphere of competition.

Qualifications:

1. You must be a committed Christian, and be diligent in the use of the means of grace.

Oversees the following committees/positions and their ministries: Coaches

Physical Requirements: Needs to have the physical and emotional stamina required to provide proper administration and supervision of the athletic program.

Adoption Date: 4/19/16
Reviewed:

Revised:
Next Review Date: 4/19/17