

Ann Arbor Christian School
Job Description: Athletic Director

The Athletic Director is charged with coordinating and facilitating athletics at Ann Arbor Christian School. The Athletic Director (AD) will work with the physical education teacher, the coaches, the school's administrative assistants, and the school principal to accomplish the following:

- Develop and maintain an active relationship with the schools that we compete with.
- Supervise and advise the coaches in the Christian fundamentals and expectations of being an AACS coach.
- Plan a budget for the AACS athletic program and submit it to the Board for approval.
- Take the responsibility for obtaining the qualified officials and support group (timers, scorers, etc.) necessary for each athletic event.
- Obtain coaches and submit their names to the Board for approval.
- Schedule athletic events with the consultation and approval of the Board and the principal.
- Work with the principal in developing and using effective methods of communication with parents, staff, Board, coaches, and athletes.
- Work with the parents and principal to plan the details of transportation for away games.
- Schedule games, scrimmages, and tournaments in conjunction with the AACS office staff and area schools.
- Account for, distribute, collect, and maintain sports uniforms.

Qualifications for the job of athletic director include a firm commitment to Christ, a dedication to Christian education, and a passion for promoting the school's plan for instruction in the Christian faith, academic excellence, and vision for athletics. The athletic director must also have strong interpersonal and organizational skills, as well as a willingness to invest time in developing and maintaining the AACS athletics program.

Revised: 2/28/08
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