



JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

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Athletic Director

Job Purpose

To provide administrative leadership and direction to the athletic department of Judah Christian School.

Position Summary

The Athletic Director (AD) will be responsible for overseeing the implementation of the short and long term athletic plans for the 5th-12th grade sports programs. The AD works closely with the High School Principal and will be expected to provide leadership, collaboration, and coordination of the entire athletic program. This position reports directly to the High School Principal.

Qualifications

A fellow Christian who supports without reservation the Judah Christian School Statement of Faith; Possesses at least a Bachelor's degree in Education, Sports Management, or other related field; Master's degree in Education or Sports Management preferred; Minimum of 3-5 years as a teacher, coach, or school administrator preferred.

Demonstrates ability to set priorities and coordinate multiple projects; willingness to work as a member of a team; exemplary communication skills (both written and oral) evidenced by a background in public speaking and preparing comprehensive documents/reports; Ability to effectively communicate the vision, values, and mission of Judah Christian School athletics to faculty, staff, and the broader Judah community.

Responsibilities

- Coordinates the 5-12 athletic programs in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to ensure consistency of the programs.
- Initiates the recruitment and selection of coaches and makes employment recommendations to the Administration.
- Supervises and evaluates all athletic coaches.
- Schedules all athletic contests, issues contracts for the contest, and maintains the proper and necessary records.
- Ensures officials are scheduled and contracts are issued for all contests. Maintains an active file of officials under contract and pays officials according to the contract.
- Oversees the eligibility of all athletes.
- Oversees supervision for all JCS home athletic contests, including hosting officials and visiting schools.
- Oversees the supervision of contest volunteers who work the athletic contest. Arranges for personnel to supervise contests as needed.
- Oversees the athletic budget. Prepares and administers a detailed operating budget for the athletic program and submits it to the Business Manager.

- Oversees administration and coordination of student-athlete awards and recognitions.
- Orders and inventories athletic equipment.
- Advises and ensures all coaches conform with School, State Association, and Conference policies.
- Attends athletic conference and state association meetings.
- Ensures all coaches have successfully completed required certification programs.
- Maintains JCS athletic presence and visibility in the media, including social media.
- Serves as “Head Coach” to all team coaches, providing mentoring, spiritual guidance, and leadership.
- Casts vision and strategic plan for the future of JCS athletics, including adding sports.
- Oversees use of athletic facilities, including Field of Dreams and rental agreements.
- Other duties as assigned by the Superintendent.
- Provides leadership for and serves as liaison to high school athletic booster groups.
- Oversees Strength Training Programs for all athletes/teams.
- Oversees summer athletic camps.