

Section: JOB DESCRIPTION
Subject: ATHLETIC DIRECTOR
Number: 2.9
Date: 6/2019

Position Summary

The role of the Athletic Director is to administer and supervise all aspects of the school's athletic program, as it is part of the entire Christ-centered educational environment of Word of Life Lutheran School.

Qualifications

- Experience in coaching and/or administering an athletic team/program.
- Prefer AD to also be a teacher on staff

Responsibilities

Modeling an appropriate Christian Standard

- Will act in a Christian manner.
- Will promote Christian sportsmanship among the participants and spectators by setting a good example and if necessary by speaking with them.

Scheduling and Staffing

- Schedules athletic events (practices, games, tournaments) and distributes to office for calendar posting, distributes to all coaches, parents, students and school staff.
- Secure and supervise all coaches for school athletic teams.
- Secure officials for athletic events on campus.
- Secure volunteers for score clock/score book, line judges, concession stand, etc. for all home games and host tournaments.
- Confirms athletic events on game days with other schools.
- Coordinate with the principal to cancel events due to weather when necessary.
- Attends league athletic director meetings.
- Set up gym with necessary equipment and furniture.

Business Management

- Set fees for each sport with the Principal each year.
- Notify Finance Director of athletic fees to be charged for each season.
- Collect athletic fees and submit with proper paperwork to the Finance Director.

- Enforce athletic policy regarding fee collection. Fees must be paid in order for students to participate in games.
- At the end of each season, report any unreturned uniforms to Finance Director so families can be charged (only after AD makes every effort to get uniforms returned)
- Responsible for coordinating and safe keeping of cash box for concession stand.
- Responsible for school credit card for purchasing of concession stand items.
- Complete necessary paperwork for check requests for referees, tournament fees, uniforms, equipment, etc.
- Fundraise as necessary with permission from the Principal.
- Maintain all athletic equipment.
- Maintain an inventory of equipment and uniforms.
- Organize the ordering and handing out of uniforms.
- Purchase equipment with available funds.
- Update Athletic Handbook annually.
- Develop and supervise a Booster organization.
- Organize and oversee spiritwear orders (currently Dot the i).

Communication and Supervision

- Attends home games in a supervisory role of facility, handles any problems, and make sure events run smoothly.
- Represent the school at games in city playoffs and state tournaments.
- Provide athletic reports to the Principal and Marketing Director for newsletters and announcements.
- Conduct parent meetings at the beginning of each season.
- Responsible for distributing and collecting uniforms from families for each sport
- Train volunteers in roles needed for each game and coaching.
- Monitor student academic eligibility. Communicate with students and parents when students are on probation.
- Communicate with students and parents about schedules, fees and transportation.

Accountability

The principal and school board are responsible for the implementation and control of this policy.

7.8 Classroom Teacher

Position Summary

The role of the classroom teacher is to instruct the students in a Christ-centered educational environment developing the God-given abilities and gifts of the students.

Qualifications

- A college graduate with a bachelor's degree in education.
- A graduate from one of the LCMS teacher training institutions is preferred.
- Carry a valid Missouri teaching license or working towards such certification.
- Reflect and commit to the school's purpose, philosophy and ministry.

Responsibilities

- Adheres to the policies, school mission statement and Code of Conduct for Word of Life Lutheran School employees.
- All full-time teachers, whether called or contracted, will be assigned to one of the Word of Life Association congregations.
- Maintains all records as required by Missouri state law including attendance, academic achievement, and other student permanent file data.
- Promotes an active system of parent-teacher communication. This includes written and oral reports and through parent-teacher conferences.
- Performs school-related duties that are assigned by the principal/administrator.
- Schedules his/her time at school to ensure there is adequate time allotted for class preparations, supervision, interaction with parents, interactions with students, and interactions with other staff.
- Represents and promotes the school in the association congregational activities as well as community related events.
- Attends Missouri District Conferences, local in-service training, workshops, and staff meetings.
- Adheres to the policies for Word of Life employees.
- Cooperates with the Word of Life School Board in promoting the objectives, goals, and policies of Word of Life Lutheran School.
- Works with the pastors and principal/administrator to maintain the integral role of the school in the mission and ministry of the Association churches.
- Works as a team member with all other personnel of the school.
- Opens and closes each day in worship/prayer.
- Prepares daily lesson plans.

- Plans and implements a curriculum that is age-appropriate, Christ-centered, faith-integrated and meets the stated purpose of our program.
- Utilizes a variety of instructional methods.
- Integrates technology in instruction.
- Monitors student learning through various evaluation and assessment methods.
- Plans and coordinates field trips.
- Uses effective techniques for motivating student interest in instructional activities.
- Supervises students.
- Establishes and maintains a plan for Christian discipline and classroom management as well as commending and reinforcing good conduct and achievement in students.
- Maintains a neat, clean and enjoyable learning environment.
- Clearly and effectively communicates with students, parents, and staff members.
- Enforces school regulations.
- Be sensitive to the needs and privacy of students, families and other teachers.
- See Teacher Handbook for more detail.

Accountability

The teacher is accountable to the principal who is responsible for the supervision and evaluation of all staff.