

Profile: The Athletic Director will lead the athletic and activities programs at Parkview Christian Academy at the junior high and high school levels. The Athletic Director will cultivate and build a consistent Christ-centered culture within all programs. The ideal candidate will have a vibrant Christian faith and be a leader with strong interpersonal, verbal, written, presentation, and technology skills.

Spiritual Requirements:

- Evidence of a committed and mature faith in Jesus Christ.
- Active membership and fellowship with a church that has a statement of faith consistent with Parkview Christian Academy's Statement of Faith
- Agreement with Parkview Christian Academy's Statement of Faith
- Ability to communicate biblical truths to both students and adults.

Responsibilities:

- Develop long range planning and vision for the continued growth and enhancements of the athletic department and programs.
- Responsible for the selection, supervision, and evaluation of all coaches for all sports and related activities.
- Build schedules for games, officials and approving all athletic activities, games, tournaments, and events.
- Provide administrative oversight (either by attendance or staffing of appropriate supervision) of games and events for all respected activities.
- Provide weekly academic eligibility plan reports and communicate with administration, faculty, parents, and coaches.
- Adhere to all league and IHSA rules and bylaws as required.
- Serve as the school representative at league functions.
- Develop recommendations regarding the athletic budget, purchasing of equipment and ensuring that programs are cost effective, and funds are managed prudently.
- Provide leadership for athletic booster groups and coordinate, with the coaches, the support group for specific athletic programs.
- Address and respond to parent, student, coach and administration communications and concerns on a timely basis and promote positive community relations.
- Arrange and coordinate athletic recognitions awards nights.
- Responsible for coordinating the use of facilities and equipment regarding athletic programs.
- Responsible for the supervision and operation of all athletic/sport camps.
- Establish, review, enforce and oversee athletic department policies and procedures in conjunction with administration.

Education Requirements

- A minimum of a bachelor's degree is required.
- Coaching experience preferred.
- Athletic administration experience preferred.

Can be combined with other teaching positions and coaching opportunities.