



Parkview Christian Academy
Job Description
Athletic Director

About Parkview

Celebrating 25 years of history, Parkview Christian Academy has grown from a small private school serving a handful of students to a K-12 interdenominational school with two campuses in Yorkville, IL. For the 22/23 school year, we are proud to equip 475 students to serve and lead through a high-quality, Christ-centered education.

The Opportunity

The Athletic Director will be pivotal in developing and growing Parkview's athletic department. This role requires a mix of vision, strategy and tactical application as our school continues to grow. Aligning with Parkview's vision and mission, you will craft the direction for athletics by assessing the department's current state, determining strengths and weaknesses, prioritizing current needs and deploying your plan.

One of the most important aspects of the AD role is communicating the direction of our program to the Parkview community in a way that brings our families together. Putting student athletes first, this individual will ensure our coaches and staff meet the high standards of this department.

Spiritual Requirements:

- Adheres to the Statement of Faith listed [here](#)
- Affirmance of being a born-again Christian
- Will serve as a Christian role model both in and out of school to students and parents
- Lives according to the school's interpretation of biblical lifestyle standards
- Is considered to be the spiritual leader of the athletic department
 - Provides training to all coaches on how to integrate spiritual formation into practices and team meeting
 - Coordinates all home game introductions to include national anthem, opening prayer, and player testimonies as appropriate
 - Ensures all coaching hires are born-again Christians
 - Enforces the expectation that anyone involved in PCA athletics understands it is an opportunity to glorify God with their actions and words
- Regular church attendance and participation
- Regular attendance at faculty devotions and chapel

Education Requirements:

- Bachelor's Degree required
- Master's Degree preferred
- Experience with multiple sports at various levels preferred

Key Attributes:

- Strong communication skills both verbal and written
- Visionary leader
- Able to connect the PCA athletic department with community and business resources to foster connection and a sense of community

Responsibilities:

- Works with the principals to implement the athletic policies and programs of the school
- Coordinates and schedules all sporting events and contests
- Enforces PCA policies related to conduct of athletes and participation in athletics
- Communicates to parents, students, faculty, etc. via RenWeb
- Assists in assigning school vans/buses for all athletic events
- Organizes and arranges for all team photos for teams, individuals, and yearbooks
- Oversees the inventory of athletic equipment and maintains equipment used in the various programs
- Organizes the game operations staff for events, including securing officials and all relevant event workers
- Works with head coaches to plan and coordinate Sports Award Banquets and awards
- Supervision duties for all home athletic events
- Ensures the preparation of facilities for all home contests
- Supervises the inventory and management of athletic equipment including cleaning, repairing, distributing, and collecting of all uniforms at the end of the season. Also, coordinates uniform replacements
- Makes or assists with all necessary arrangements for the use of non-school athletic facilities and fields
- Regularly communicates athletic policies, contracts, expectations, etc. with all coaches
- Oversees athletic eligibility
- Provides leadership with all coaches, including evaluating performance of head coaches annually
- Attends staff meetings and all required conference meetings
- Oversees hiring of all coaches and coordination of volunteer coaches making sure all coaches adhere to PCA's Statement of Faith

- Orders necessary awards and maintains records of achievement, statistically and individually
- Acquires continuous new knowledge of the profession by attending clinics and continuing education in fields that are practical
- Helps increase the participation in regard to the number of students participating in athletics and the number of sports/activities provided
- Works to secure sponsorship for athletics to increase the professional nature of all programs

Reports To:

- Superintendent