



TIMOTHY

CHRISTIAN SCHOOL

Position Title:	Director of Athletics
Position Summary:	The Director of Athletics is a full time position that is responsible for the leadership & administrative oversight of the entire athletic department. The Director of Athletics reports directly to the Head of School.
Position Supervisor:	Superintendent
Position Responsibilities:	<p>Coaches</p> <ul style="list-style-type: none"> • Recruit and hire qualified coaches • Evaluate and manage coaching at each level • Development of each coach spiritually, professionally, personally • Plan and lead regular coach’s meetings • Semi-weekly collection and entry of game scores onto athletic website (rschool) • Collect and store all information end-of-season stats from coaches • Review and update TCS Coaches Handbook for relevance <p>Scheduling</p> <ul style="list-style-type: none"> • Set the schedule annually and determine it’s appropriate integration into the entire Timothy Christian School calendar <p>Transportation</p> <ul style="list-style-type: none"> • Receive all field trip requests forms and determine appropriateness for school calendar • Schedule bus drivers for all field trips and athletic events • Ensure compliance of all TCS’ buses with NJ state law • Oversee regular maintenance and inspection all buses • Recruit and coordinate training of CDL drivers <p>Communications</p> <ul style="list-style-type: none"> • Update the TCS website with current athletic events, and updated documents • Send home ‘weekly athletic update’ via email each weekend • Coordinate with TCS coaches and ensure communication and promotion of athletes with ‘college potential’ <p>Budget/Facilities/Equipment</p> <ul style="list-style-type: none"> • Yearly budget preparation and oversight • Individual program budgets • Ordering of all equipment, uniforms • Secure quotes and prepare proposals for facility upgrades <p>Events</p> <ul style="list-style-type: none"> • Ensure appropriate administrative supervision at all TCS-hosted athletic events (Direc., asst direc, lead coach, site manager, etc) • Oversee planning, promotion, & day-of execution of all major events • Oversee successful execution of all events • MC all major events (homecoming, banquets, senior ceremonies, awards chapels, hosted tournaments, etc)

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“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

2Timothy 2:15

	<p>Supervise and Support</p> <ul style="list-style-type: none"> • Athletic Administrative Assistant (annually evaluate if hired position) • All head, assistant, and volunteer coaches (annually evaluate all head coaches) • All crews (outside contractors or TCS staff) responsible for field preparations • Athletic trainer (annually evaluate) or outside contracted trainers <p>Leadership</p> <ul style="list-style-type: none"> • Attend GMC monthly meetings and regularly scheduled NJSIAA meetings • Attend seasonal GMC middle school meetings • Ensure that Timothy Christian School athletics are in compliance with GMC, NJSIAA, and NFHS standards • Seek opportunities to sit on or chair at least one committee for the GMC, NJSIAA, or DAANJ • Conflict resolution on matter's pertaining to the athletic department • Serve on TCS' administrative team • Review, update, and promote TCS' athletic handbook in a relevant and organized manner • Review, evaluate, and present program additions, changes, and subtractions to ensure a progressive, inspiring, and relevant athletics department at TCS <p>Promotions</p> <ul style="list-style-type: none"> • Attend and promote a Biblical worldview of athletics and athletic department mission statement at all major athletic events (banquets, awards chapels, senior days) and applicable school events. (association meetings, orientations, graduations, etc.) • Promote a Biblical worldview of athletics and athletic department mission in written form via web blogs, newsletters, or regularly scheduled letters • Promote team and individual accomplishments of TCS athletics through email blasts, social media, and website postings • Attend community events organized by TCS development and marketing department • Assist in campus tours and New Student Interviews
<p>Position Qualifications:</p>	<ul style="list-style-type: none"> • The Athletic Director must have received Jesus Christ as his/her personal Savior and believe the Bible is God's Word and standard for daily living. • The Athletic Director shall support the doctrinal position of TCS and will abide by the Standard of Conduct. • The Athletic Director shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation. • The successful candidate must have the ability to work closely

	<p>with a wide range of people, including administrators, co-workers, students, parents, and faculty, often on a volunteer basis.</p> <ul style="list-style-type: none">• A bachelor's degree and ACSI certification are required. A master's degree is desired. Pursuit of CAA (certified athletic administrator) status and a CDL (commercial driver's license) should be a professional goal.• Secretarial skills including typing, a pleasant phone manner, and attention to detail are essential.• Sensitivity to the high level of confidentiality and poise and discretion in dealing with the constituent base is a must.• Computer literacy is required, and use of Microsoft Office is preferred.• Understanding and experience with web mastering is a plus.
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