TITLE: Athletic Director

QUALIFICATION: 1. Employee of Providence Creek Academy
2. This position will require planning outside the school day of the schools after school athletic programs.
3. Ability to plan, organize, and oversee all after school athletic programs at PCA

REPORTS TO: Principal, Director of Finance and Facilities

SUPERVISES: All coaches, assistant coaches, volunteer coaches, and student athletes.

PERFORMANCE RESPONSIBILITIES:

All responsibilities listed below are done throughout the entire school year for each sport.

*Supervise and provide support for 9 head coaches and 9 teams, assist in the development of job descriptions for all coaches, foster a positive learning environment for all coaches and sports teams. (additional volunteer coaching staff included)

*Assist in the interview and hiring of all coaching positions

*Develops a review and evaluation process for all coaches

*Communicate and represent PCA daily with other athletic directors/coaches from middles schools across the state (DIAA provides updated contact list each year of current members)

*Is a member of Delaware Interscholastic Athletic Association through the Delaware Department of Education to ensure that all PCA students and sports programs follow the rules and requirements for participation. Communicate daily/weekly with DIAA representatives concerning updates, questions, etc: know and understand all sporting events rules, regulations, and DIAA handbook

*Supervise and attend all extra-curricular sporting events, home and away, and/or provide adequate PCA teacher/coach representation at those events. Monitor students attending, assist officials and visiting teams.
Monitor and update www.website4sports.com daily/weekly basis with current news and events, all schedules, cancelations, re-schedules, scores, etc: Access to the parent and student link is the following: www.PCASaintsSports.com.

Monitor and update www.thearibitor.net. Duties include communicating daily/weekly with assignors for each sports concerning game times, scheduling, printing/submitting invoices for official fee payment, cancellations, re-scheduling.

Plan, organize and arrange all schedules for all extra-curricular sports.

Oversee that coaches collect student athletic fee, and follow PCA procedures for deposit for accurate record keeping.

Develops and has knowledge of PCA’s Student Athlete Handbook that focuses on the role and responsibilities of PCA student athletes.

Plan, organize, and attend annual end of year Athletic Awards Assembly. Duties include ordering certificates, trophies, scheduling, contacting local news paper.

Schedule coaches to attend DIAA coach’s rules clinic.

Monitor student athlete’s behavior and academic eligibility.

Communicate with office staff/transportation department to update school calendar with schedules regularly.

Communicate daily with parent questions, concerns, etc through email, phone, and newsletters, flyers.

Work in partnership with nurses to ensure sports physicals are completed and filed, as well as schedule a nurse practitioner after April 1st of each to conduct on sight sports physicals for accurate medical records.

Provide and set up CPR trainings.

Ensure all coaches complete DIAA concussion protocol training once every two years.

Send football schedule to Clayton Fire Department and organize certified medical assistance for home games.

Organizes and schedules bus transportation for all away sporting events.

Schedule team pictures with Kids @ Heart Photography for 3 seasons, distribute picture packets.

Communicate schedules, pictures, articles with local news papers.
*Organize and conduct school wide pep rallies.

*Research, order, and submit paperwork for equipment, uniform, etc

*Enter teams in extra community competitions, tournaments, scrimmages

*Submit paperwork for yearly athletic dues: DIAA and Henlopen Conference

*Schedule persons to run clock/scoreboard for volleyball and basketball home events.

*Submit informational letters/physical forms to be sent home in welcome packet over the summer.

**EXTRA DUTIES HAVE INCLUDED:**

*Organize and carry out fundraisers for the Athletic Boosters (jeans day, school dance, quarter auction, t shirts, bingos)

*Arrange set up and persons for concession stands for all home events

*Oversee the Parent Athletic Boosters ( 2 other school personal signature for check signing, account with First National Bank of Wyoming)

**STIPEND:** As determined by the budget and approval by the PCA Board of Directors

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board of Directors policy on evaluation of school personnel.