



Position Description

Cornerstone Campus Athletic Director

- Position Reports To:
- Cornerstone Principal
 - ACS Athletic Director
- Position Supervises:
- Coaches
- Position Classification:
- Exempt, part time, at-will, 12-month administrative
- Position Requirements:
- Successful management experience
 - Successful coaching experience
 - Effective communication skills
 - Knowledge of IESA and regulations
 - CPR/First Aid Certified
- Character Description:
- Born-again Christian
 - Models a Christian lifestyle
 - Motivated self-starter
 - Person of integrity
 - Loyal and maintains confidence

Position Overview

The Athletic Director is responsible for promoting the school's mission and vision through the development and implementation of a comprehensive athletic program (5-8). The primary goals of this position are to manage all aspects of ACS Cornerstone athletics and to train and encourage coaches to strive for excellence in all areas.

Position Responsibilities

Coaching Supervision

- Recruit, mentor, and supervise coaches at every level
- Conduct seasonal mandatory coaches' meetings for training in procedures and expectations
- Support coaches in parent volunteer training, parent/athlete/team conflict, and end-of-season celebrations
- Oversee coaches in enforcement of athletic eligibility and compliance with school code of conduct
- Work with coaches to develop an age-appropriate sequence of skills for each program (5-8)
- Conduct end-of-season coaches' reviews to discuss future budget, strengths, and needed improvements

Event Supervision

- Schedule and confirm all team contest/game schedules
- Obtain and confirm all officials for home contests and manage all officials' compensation and reviews
- Coordinate set-up for all home events and arrange for supervision of volunteers for gate/book/concessions
- Provide instruction and leadership regarding appropriate fan behavior at games/contests
- Ensure/Oversee each team's "teardown crew" to ensure cleanup and re-set of facilities after all contests
- Oversee concessions including volunteer coordination, food/beverage, and signage

Athletic Facilities/Equipment

- Manage athletic facilities regarding team schedules and ensure readiness for all games/contests
- Work with the finance department to create and manage athletic budgets
- Manage the purchasing, inventory, and maintenance of all athletic equipment, supplies, and med kits

Administrative Duties

- Attend IESA and Meridian Conference (MC) meetings/events and ensure that all regulations are met
- Provide information and support to principal regarding IESA and MC requirements
- Manage all coaching applications, background checks, and certification
- Manage all official team rosters and disallow participation of non-rostered athletes
- Produce and update annually a "Parent Expectations Booklet" for parents to sign prior to season start
- Conduct seasonal mandatory parent meetings for training in procedures and expectations
- Oversee all communication to athletes, parents, competing schools, conference reps
- Enforce Athletic Handbook in cooperation with coaches and administration
- Coordinate transportation and lodging for tournaments
- Maintain records of ACS Cornerstone team and individual athletic accomplishments

Other position appropriate duties as deemed necessary by the Administration