



## Job Description: Athletic Director

### Scope of Responsibilities:

The Athletic Director is responsible for the overall supervision and administration of the athletic program. Responsibilities include but are not limited to:

- Collaborating with the school's leadership to cast a vision of Regents' athletics that is consonant with the school's mission.
- Overseeing budget responsibilities for the program to balance against fees collected.
- Managing day-to-day operations of the athletic department, including the training and supervision of staff, coaches, team managers, and spirit squads, and running the school's Squad Locker account.
- Planning and scheduling all athletic events, including (but limited to) the procurement of officials, facilities, transportation, sports equipment (e.g., balls, cooling rags, first aid kit, water, etc.), and game statistics.
- Attending homes games to ensure that: the games run smoothly; officials receive payment; and the scoreboards are manned (for JH soccer and JH/HS basketball games).
- Reporting directly to the headmaster and working closely with the office.
- Sending regular and timely communications to parents related to game schedules (dates and locations), cancellations, etc., and posting all athletic events on the school calendars as soon as they are confirmed.
- Working closely with the upper school principal to monitor grades at the time of progressive reports and trimester checkpoints and informing coaches when students go on academic probation.
- Promoting Regents' athletic program and events *via* various forms of social media, school-wide emails, fliers, etc.
- Purchasing and distributing all uniforms, balls, and sports equipment and replacing them when necessary.
- Reviewing the Athletic Handbook yearly with the headmaster and suggesting changes, especially if it bears on CSAC or TAPPS policy.
- Organizing the following annual events: Family Soccer night, Family Basketball night, Field Day, and the Athletic Banquet.
- Collaborating with the school's leadership team to create ways to generate school spirit (e.g., Eagle Walks; Senior Night banners).

### Associations:

- High School sports are regulated through the Texas Association of Private and Parochial Schools (TAPPS). The athletic director ensures that Regents Academy conforms to all the necessary regulations and forms required by TAPPS. The athletic director attends all District and State meetings.

- Junior High sports are scheduled through Christian School Athletic Conference (CSAC). The athletic director ensures that Regents maintains a good relationship with the other schools and encourages coaches to attend the yearly meeting.

**Sponsored Sports:**

- Regents Academy currently participates in the following sports:

| <u>Junior High</u>        | <u>Senior High</u> |
|---------------------------|--------------------|
| Cross Country             | Cross Country      |
| Co-ed Soccer              | Fall Soccer        |
| Basketball Girls and Boys | Basketball Boys    |
| Track and Field           | Track and Field    |

**Other:**

Attend school functions as needed:

- Games, meets, tournaments, and ceremonies.
- District and state organizational meetings.
- Staff meetings as needed.
- Other events as requested.

Other duties as assigned by the administration.