



# JOB DESCRIPTION: JH-HS ATHLETIC DIRECTOR

## INFORMATION

<b>Job Title:</b>	<b>JH-HS Athletic Director</b>	<b>Wkly. Hrs./Weeks:</b>	40/52
		<b>Pay Grade:</b>	
<b>Department:</b>	Athletics	<b>Classification</b>	
<b>Reports To:</b>	JH-HS Principal	<b>Effective Date:</b>	

## SUMMARY

The Athletic Director will directly oversee, develop and advance a quality athletic program at the JH-HS campus that supports the vision, mission and purpose of Grace Brethren Schools

## ESSENTIAL FUNCTIONS

- Support the mission of Grace Brethren Schools by strengthening a tradition of quality athletics while challenging student-athletes to excel academically and as followers of Christ
- Hire, retain and develop coaches who possess a visible commitment and abilities to advance Christian discipleship within the context of competitive athletics
- Hire, retain and develop support staff who possess a visible commitment to administrate the goals of the athletic department
- Coordinate all aspects of program operations including but not limited to: managing the program budget, oversight of the athletic facilities/fields, scheduling of games, travel and management, review equitability and sustainability of athletic programs in accordance with CIF and GBS guidelines
- Develop student-athletes within the framework of a biblical worldview through mentorship, character formation, and academic progress
- Invest in student-athletes through personal discipleship who possess an appetite for spiritual growth and a personal relationship with Jesus Christ
- Provide adequate and appropriate team and individual sport skill development within an established athletic program system
- Advance sport programs through cultivating and coordinating relationships with athletic program alumni.
- Raise funds to supplement sports programs operational budgets
- Advance school spirit through collaborative campus events in conjunction with athletic competitions toward cultivating a biblical community among the student body
- Encourage student-athletes to be engaged in the campus environment outside their respective athletic team with the opportunity for others to influence the life of the athlete
- Establish methods for student-athlete engagement in the local community with the goal of service and outreach
- Serve as special counsel to the Office of the Head of School
- Fulfill other duties as assigned

## COMPETENCIES

- Articulate a biblical philosophy and direction for the future of the athletic program while providing leadership to coaches and student athletes toward advancing the vision, mission, and purpose of Grace Brethren Schools
- Establish and implements short- and long-range departmental goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement
- Establish a competent, quality and winning programs with the opportunity to qualify and compete in CIF Championship tournaments and events
- Manage a wide variety of personnel and tasks to achieve detailed results in the arena of CIF athletics.
- Represent the institution appropriately during GBS practice, competitions, and school activities
- Represent the institution appropriately at all CIF related meetings and events
- Cultivate the personal development of each coach (spiritually, athletically and vocationally)
- Promote opportunities for interaction and deepening of relationships between the following: coaches and faculty, student-athletes and faculty, coaches and student-athletes
- Pursue continuing education in sports management strategies, administration, advancement, competencies, and techniques

## QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Education: Masters Degree preferred
- Experience: 5+ years athletic management experience an educational institution preferred
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

## WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus and athletic events
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required
- Travel: Some travel involved including overnight stays

### **ADDITIONAL INFORMATION**

#### **Minimum Conditions for Beginning Employment:**

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

### **APPLICATION PROCESS**

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

**Office of Human Resources**  
**2762 Avenida Simi • Simi Valley, California • 93065**  
**[hr@gracebrethren.com](mailto:hr@gracebrethren.com) 805.522.4605**

**Selection Process:** All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

**Application Procedures:** All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.