WESTMINSTER ACADEMY

Athletics Director Job Description

Purpose

The Athletic Director (AD) is responsible for the leadership, coordination, and implementation of Westminster Academy's interscholastic and developmental athletics programs. Working under the direction of the Dean of Student Life, the AD translates the school's vision for athletics into an effective, well-organized program that reflects the mission and Christian philosophy of Westminster Academy. The position requires a highly organized, proactive, and relational leader who can manage multiple priorities, handle frequent interruptions and changing circumstances, solve problems, and follow responsibilities through to completion. The AD must communicate effectively with students, families, coaches, faculty, and administrators, exercising patience, sound judgment, and grace while consistently upholding the standards and expectations of Westminster Academy.

All employees of Westminster Academy must strive to "love the Lord in front of our students" and make the Christian faith observable in all aspects of the school day and community. The AD is a minister of the Gospel in all facets of life at Westminster Academy. He/she is a role model for students and faculty and his/her walk with the Lord should be evident. The Christian mission, vision, and statement of faith of the school must guide the AD as he/she interacts with parents, students, faculty, and all those within and outside the Westminster Academy community.

Reporting and Working Relationships

- Reports to the Dean of Student Life (DSL).
- Works closely with Assistant to the Athletic Director; Athletics and Game Day Coordinator; and interscholastic and developmental coaches.
- Collaborates with: School administration; faculty and staff; students and families; Facilities/Business Office; Westminster Parent Association; and opposing schools and athletic leagues.

Specific Responsibilities

Program Leadership

- Implement the school's athletics vision, promoting student participation, Christian character, sportsmanship, and competitive excellence.
- Ensure athletic programs, coaches, and student-athletes uphold school standards and expectations.

Coaches and Personnel

- Recruit, recommend for hire, supervise, develop, and evaluate coaches in accordance with school policies.
- Establish expectations for coaches as Christian mentors and address personnel concerns as needed.

Athletics Operations

- Oversee athletics scheduling, team logistics, facilities, transportation, and game-day operations.
- Ensure compliance with TSSAA and other applicable athletic league requirements.
- Maintain appropriate athletics records, procedures, and communication with families, coaches, and school personnel.

Administration and Resources

- Develop and manage the athletics budget, purchasing, equipment, and departmental resources.
- Coordinate with school leadership and other departments to address operational needs and resolve concerns.
- Represent Westminster Academy professionally in relationships with families, opposing schools, and athletic organizations.
- Perform other duties as assigned by the Dean of Student Life.

Skills and Qualifications

Education and Experience

- Bachelor's degree required; relevant degree preferred.
- Three to five years of experience in coaching, athletic administration, or related leadership preferred.
- Experience with interscholastic athletics, TSSAA requirements, and independent or Christian schools preferred.

Skills and Competencies

- Strong leadership, organizational, communication, and personnel management skills.
- Ability to manage budgets, schedules, facilities, and multiple competing priorities.
- Sound judgment, conflict-resolution skills, and commitment to Christian student development.
- Knowledge of developmental, middle school, and varsity athletics.
- Proficiency with technology and athletics administration systems.

Physical Demands and Working Conditions

- Availability for evenings, weekends, and occasional travel.
- Ability to work indoors and outdoors, stand or walk for extended periods, and occasionally move athletics equipment.
- Flexibility to respond to changing schedules and operational