

EASTERN MENNONITE SCHOOL

Eastern Mennonite School ("EMS") operates under the auspices of the Virginia Mennonite Conference and is governed by the EMS Board of Directors. EMS is committed to excellence in K-12 education and to the nurture of Christian faith as understood and articulated in the Confession of Faith in a Mennonite Perspective.

All employees must agree to wholeheartedly support the mission of EMS, to give their professional and personal best to EMS, and to live in harmony with the Confession of Faith in a Mennonite Perspective.

POSITION DESCRIPTION

Position: Athletic Director
Supervised by: High School Principal
Positions Supervised: Coaches & Athletic Staff
Classification: Exempt, FT Benefits, 10 Months plus 10 Days
Effective Date: July 1

Position Description:

In the context of fulfilling the vision of Eastern Mennonite School, the Athletic Director will promote a vision for EMS athletics which seeks to build and strengthen the skill and abilities of EMS athletes, to help each athlete discover new abilities and talents, and to honor God through athletic competition which brings out the best in the participants. The Athletic Director is responsible for directing the athletic program of the school, within the overall vision for EMS as stated in the school-wide philosophy and objectives and as further detailed in the Athletic Handbook. The AD has a 25% teaching load with coaching a varsity level sport preferred.

Key Responsibilities:

1. Athletic Scheduling - The Athletic Director will schedule all athletic events for the school within parameters, as outlined in the updated Athletic Handbook, and with the following in mind:
 - a. Schedule all athletic games and contests within school guidelines, i.e., applicable policies in the School Policy Manual, the Athletic Handbook, and applicable Virginia Independent Conference (VIC), Blue Ridge Conference (BRC) and Virginia High School League (VHSL) regulations.
 - b. Coordinate athletic schedules with other school activities and the school's master calendar. (Sometime in June, early July)

- c. Submit a weekly schedule update (by Thursday Afternoon for the following week) to the Director of Academics for Clips . (May be completed seasonally with weekly updates).
 - d. Schedule and secure, with the Assistant Athletic Director, the needed services for all athletic contests:
 - i. Officials for home athletic events, including requisitioning their checks from the Business Office in advance.
 - ii. Administrative supervision for home athletic events.
 - iii. Scoreboard operators for home contests.
 - iv. Announcers for home contests.
 - v. Gate managers for home contests.
 - vi. Transportation for team trips.
 - vii. Updating newspaper and daily announcements with score reports and upcoming games.
 - e. Prepare and communicate team eligibility lists to appropriate offices of the league, competing schools and EMS in a timely manner (may be seasonal).
 - f. Schedule the necessary athletic facilities for all contests and practices required for the program as early as possible.
 - g. Prepare and publish practice schedules on a timely manner.
 - h. Submit to the Academic Office an accurate list of all team members and managers (Form B) at the beginning of each season. This list is critical for Clips, when students need to leave school early for all contests.
 - i. Coordinate up to three pep rallies (one/season) with the high school principal, SCO, coaches, and other participants.
 - j. Schedule gym rentals, opening and closing assignments and related procedures.
 - k. Coordinate and monitor Church League use of the gym.
2. Contest Preparation - The Athletic Director, along with his/her assistant, will oversee the preparations for all athletic contests.
- a. Staff will supervise the preparation of facilities for home events, using students whenever possible.
 - b. Provide hospitality for visiting teams and officials.
 - c. Be sure official's checks are on hand at the beginning of the contest.
 - d. Arrange for the printing of programs, at least 24 hours in advance of the event, if at all possible. (rosters to front office)
3. Purchasing
- a. Approve all athletic expenditures.
 - b. Responsible for uniform rotation, design, and purchasing.
 - c. Responsible for all athletic equipment purchases.

4. Administrative Responsibilities

- a. Monitor the academic eligibility list and notify coaches of any items of concern.
- b. Evaluate requests to host special athletic events and seek approval from the Strategic Leadership Team prior to hosting such events.
- c. Encourage spectators and players to display conduct of respect and hospitality toward opponents and officials, and to recognize good play and sportsmanship.
- d. Supervise games as available and scheduled.
- e. Recommend changes in athletics contest admission fees to the Principal.
- f. Review annually the athletic budget with the Director of Business Affairs, recommending changes and adjustments as needed.
- g. Serve as a liaison with the Director of Advancement for any athletic fundraising requests.
- h. Provide support for the Development Officer for the Spring Golf Tournament.
- i. Oversee the JMU concessions fundraising efforts which includes scheduling the event, coordinating volunteers, and ensuring school representation at the event.
- j. Systematically inventory all athletic equipment, at least annually.
- k. Notify the maintenance staff of any building or facility repair needs.
- l. Develop operating procedures for athletic staff, notify staff accordingly, and update the Athletic Handbook on operational changes.
- m. Plan and conduct staff meetings.
- n. Attend meetings of the BRC, VIC, VISSA Regional, and other athletic groups as agreed upon with the Principal.
- o. Serve as the primary administrative liaison with the Flames Booster Club, attending each meeting, and assisting the Club in making a significant contribution to the athletic program as outlined in the Booster Club By-Laws.
- p. Arrange for the filing of all appropriate permanent records pertaining to athletics.
- q. Supervise the cleaning, care, and issuance of all athletic equipment.

5. Publicity

- a. Promote and publicize athletic events.
- b. Serve as the EMS advocate with school and news media with regard to the success of teams and individual athletes within the program.

6. Personnel and Supervision

- a. Recommend employment of athletic staff to the Principal and Head of School.
- b. Supervise and evaluate the performance of all coaches and other staff members who carry athletic responsibilities.

- c. Encourage coaches with a personal contact several times each week, and by providing regular written communications which will help them complete their tasks on a timely basis.

7. Training Services

- a. Secure Athletic Training services for all home varsity games and special events, currently contracted with Advantage Physical Therapy
- b. Concussion protocol managed by the contracted Trainer
- c. Schedule a sports physical date for athletes and verify that all athletes are physically eligible to participate.

8. Ground/Outdoor Facilities

- a. Direct irrigation, fertilizing and weed control program. The AD will fertilize, control weeds, and maintain the ball fields. The AD will be paid hourly for this care of the fields. This money will be taken out of the Field Maintenance Account.
- b. Schedule by-yearly soil samples to maintain proper PH, etc. (Trinity Turf)
- c. Line, edge, drage and make sure fields are in excellent playing conditions. Coaches are encouraged to do this as well.
- d. Supervise and/or schedule the mowing of fields. Field should be mowed the day of or day prior to each event. Length of grass will be agreed upon by coach and AD. Length should not be less than 2 ¼" due to lack of inground irrigation. (unless it is early spring and not warm yet) Length should be higher in the summer to promote root growth.
- e. Purchase lime, paint and Turface. Turface should be used with permission of the AD. Turface should be used in front of goal areas, wet areas on ball field, high traffic areas where drainage is poor. If the AD is not educated on the application, consultation with an expert should be used.
- f. Schedule irrigation as needed. If AD irrigates, they will be paid per hour from the field maintenance account. The AD shall consult with (Physical Plant Supervisor). If (PP Supervisor) is not employed and is not educated or familiarized with the irrigation equipment, and expert should be consulted.
- g. Spread Grub pre-emergent last week in June. This billed to next budget if needed if you buy end of June.
- h. Check for grubs in the 1-3rd week of August. Also should monitor turf for any discoloration or irregular growth. If any discoloration, then you need to get Dylox to be spread in affected areas.
- i. Buy all Turf products from Trinity Turf- Chad Barnet.(540)746-9662

9. Annual Athletic Events - Give leadership to the following annual events.
 - a. Cross Country Invitation
 - b. Menno Classic
 - c. Tip-off Tournament
 - d. Flames Classic
 - e. Spring Fundraising Golf Tournament
 - f. JMU Concessions

Evaluation Expectations - Annual evaluations during the initial 3 years followed by annual goal reviews and triennial summative evaluations by the High School Principal.

PROFESSIONAL QUALIFICATIONS

Qualifications:

- a. Conviction about the importance of Christian education and wholehearted agreement with the mission and values of EMS.
- b. Relationship builder with strong interpersonal skills, including verbal, written and listening skills.
- c. Self-starter with excellent organization, supervisory, and management skills.
- d. Knowledgeable on the principles of business, fundraising and comfortable asking people to participate in the success of the athletic program.
- f. Efficient user of information technology, database-driven software, word processing and spreadsheet software.
- g. Bachelor's degree in a related field with proven successful experience in professional-level employment.
- h. Flexible person who is committed to continuing education and personal growth.

Physical Requirements:

Working conditions blend an office environment with physical activity requirements for setting/cleaning up fields, courts, and equipment. Strength for lifting/moving objects that may weigh 80 pounds or so may be required from time to time.

This position description is not a complete statement of all duties and responsibilities comprising this position; rather, it contains the facts necessary to evaluate the position fairly.