



Athletic Director

Job Description

- Prepare budgets for athletic programs and allocate athletic funds.
- Supervised the HS and MS athletic programs in coordination with the Principal.
- Supervise purchase and maintenance of athletic equipment and facilities.
- Ensure compliance with government rules and league policies.
- Act as a liaison with selectors, leagues and government agencies.
- Coordinate with Coaches on team travel, game scheduling and practice sessions.
- Prepare and present reports on team performance and needs for improvement.
- Mediate any disputes arising between Coaches and Athletes.

Skills and Qualifications

- Bachelor's degree in physical education, sports management or a related area (Master's degree preferred)
- Over five years of experience in teaching or coaching
- A minimum of two years of experience in athletic administration
- Ability to develop and implement athletic programs
- Effective leadership, communication and team management skills
- Excellent knowledge of athletic laws and regulations
- Strong negotiation and public relationship skills
- Good physical health and willingness to travel
- What are the characteristics of a good Athletic Director?
- A good Athletic Director should have a strong interest in sports and a basic knowledge of how sports teams operate so that they can hire the appropriate personnel and successfully evaluate their impact on the team. Successful Athletic Directors have a managerial mindset that allows them to develop workflows and team hierarchies that work for coaches and players. They enjoy being in a leadership position and are highly communicative, ensuring that there are clear processes for sharing information with students, parents, teachers and community members.

Attributes:

The applicant should be professionally calm and motivationally intense.

The applicant should be a progressive thinker but also a believer in planning and preparation.

Supervision Exercised: Team Managers, Team Parents

Supervision Received: Principal /Athletic Director, Head Coach

This job description in no way states or implies that these are the only duties to be performed by this employee. Tapestry Athletics reserves the right to update, revise or change this job description and related duties at any time.

To apply for this position, interested candidates should send (1) a cover letter summarizing interest, skills, and qualifications; (2) a resume or curriculum vitae; (3) the names, addresses, email addresses, and telephone numbers of at least three professional references; and (4) a philosophy of education statement to Dr. Matthew Tyson, Principal, at jobs@tapestrycharter.org. Applications without all four requirements will be considered incomplete.