

## ***THE LUTHERAN SCHOOL OF SAINT LUKE ATHLETIC DIRECTOR***

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### **ORGANIZATION**

The Lutheran School of Saint Luke is a fully-accredited Christian school located in Itasca, Illinois. Saint Luke School offers a Preschool – 8<sup>th</sup> grade school curriculum, activities and staff that reflect core values focused on Connecting People to Christ. For more information, please visit our website at [www.saintlukeitasca.org](http://www.saintlukeitasca.org).

### **ROLE & RESPONSIBILITIES**

The Athletic Director will plan, coordinate, implement, promote and evaluate the athletic program of Saint Luke School. The Athletic Director will also oversee and supervise coaches and players ensuring that the Christian values of Saint Luke Church and School are reflected at all times in the athletic program. The Athletic Director will also serve as a Christian Day School Teacher at Saint Luke and report directly to the Principal.

The Athletic Director's responsibilities also include but are not limited to:

- Develop and plan the competition and practice schedules for all athletic events in coordination with the Principal and through participation in internal staff meetings and external conference meetings.
- Secure coaches for each sport requiring their involvement in pre- and post- season meetings.
- Facilitate an orientation for all coaches regarding school policies, code of conduct, procedures and expectations.
- Provide and assist coaches with the requisitioning and issuing of athletic equipment (keys, clipboards, water bottles, first aid).
- Provide and schedule referees for all home competition.
- Oversee preparation of home facilities – chairs/bleacher set-up, floors & fields, scoreboard, game and warm-up balls, scoreboard operator, official scorekeeper.
- Ensure the security of the facility for the safety of all students and at the close of an event.
- Verify that all athletes are medically cleared, have insurance, parental release and uniform agreement on file and that athletic fees have been paid; verify academic eligibility.
- Assist with the coordination of team travel to all away events; ensure proper waivers are on file for all players and volunteers providing transportation.
- Conduct an annual inventory of all athletic equipment, labeling and securely storing equipment.
- Make recommendations as needed on the budgetary needs of the athletic program to ensure the development of a quality athletic program.
- Serve as a liaison between coaches, school administration and staff, athletes and parents; respond promptly to any parent or staff concern.
- Assist with the planning and coordination of the annual sports banquet; keep records of all awards issued.
- Troubleshoot the day-to-day operation of the athletic program.
- Participate as needed in fundraising, letters of recommendation and press releases to support the athletic program.
- Represent the school in a favorable, Christian and professional manner to the school constituency, congregation, and community.
- Coordinate athletic schedule with church calendar
- Additional duties as assigned.

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**PERSONAL ATTRIBUTES**

- Display the highest ethical and professional behavior and standards when working with students, parents and school personnel.
- Serve as a role model for students by dressing professionally, demonstrating the importance and relevance of teamwork and responsibility.
- Establish and maintain positive, loving, respectful, mutual relationships with others, following the example of Jesus Christ.

**QUALIFICATIONS**

The Saint Luke Athletic Director is a part of the teaching staff; therefore, a Bachelor's degree in Education is required. The Athletic Director will have a minimum of 1 year of experience in athletics as a coach preferably within the Lutheran school system. Additional skills required are the ability to work with others, strong organizational skills, oral and written communication skills and the ability to multi-task.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Approved by Church Council 10/27/09*