



**CORNERSTONE**  
CHRISTIAN • ACADEMY

## Athletic Director

### RESPONSIBILITIES

- Establish a clear mission and philosophy of athletics that is consistent with the mission and philosophy of the school.
- Encourage the development of all athletic programs within the framework of the school as whole.
- Evaluate, recruit and develop the coaching staff personnel.
- Communicate consistently with all coaches in order to encourage the development of all programs within the school.
- Coordinate publicity with outside sources as well as within the school.
- Oversee the athletic budget as well as coordinate budgetary needs with the Athletic Booster Club.
- Oversee the supplies and uniforms needed for all athletic programs.
- Encourage professional development for all coaches as well as the athletic department staff.
- Encourage and educate the student body on good sportsmanship.
- Initiate and maintain athletic alumni files, records, awards, college athletic participation, and other achievements.
- Maintain and oversee the use of all athletic fields and buildings.
- Monitor athletic eligibility.
- Produce all athletic publications and materials.
- Maintain visibility at all athletic practices, competitions, and functions.
- Communicate and work with the booster club on issues of fundraising and program needs.
- Oversee the development of the athletic program from Kindergarten to the eighth grade level.
- Attend regular administrative meetings both internally and externally.
- Interview potential teacher/coach applicants.
- Oversee calendars.
- Teach three or four classes dependent on content area.

### QUALIFICATIONS

- Strong interpersonal, communication, and leadership skills
- Organizational skills
- Team player and encourager
- Attention to detail
- Extensive coaching experience
- An advanced degree and certificate in athletic administration is preferred and some leadership training or experience is desirable.

#### Candidates:

Please fill out our application off of our website, as well as submit a resume and cover letter indicating interest to:

**Mr. Colin Creel**

**Headmaster**

**Cornerstone Christian Academy**

[ccreel@cornerstonecougars.net](mailto:ccreel@cornerstonecougars.net)

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