



Borculo Christian School
Athletic Director Job Description

Intro: This candidate will demonstrate their love for God, their passion for students, and their passion for working with students, coaches, and parents involved in athletics.

Title: Athletic Director

Report to: Borculo Christian School Building Principal

Primary Responsibilities: The ideal candidate will...

1. Have a genuine passion for working in a Christian School
2. Have the ability to create a Christ-centered and child-centered classroom.
3. Teachers must subscribe to our School mission. It is based on God's infallible Word, the Bible, and its explication in the ecumenical creeds and confessions of the Reformed tradition.
4. Have a genuine passion for working with students ages from Pre-K through 8th grade.
5. Actively support and build a strong positive culture and learning environment.
6. Facilitate children's physical, cognitive, social, and emotional learning through lessons designed to develop skills appropriate to their ability and confidence levels.
7. Provide maximum participation for all students; differentiates as needed to ensure all students experience success.
8. Communicate in developmentally appropriate ways through a humane, sensitive approach that communicates that every child, regardless of ability, can succeed.
9. Demonstrate a growth mindset individually and supports this development with all students.
10. Implement and support school-wide programs, including Love and Logic, Growth Mindset, TfT, etc.
11. Work cooperatively and collaboratively with team members, parents, community members, and partners to improve the instructional program and student success.
12. Communicate with parents and team members on student progress.
13. Maintain appropriate licenses and training hours as required.
14. Comply with Borculo Christian School Policy, State of Michigan, and local and federal laws.

Principle Tasks: The ideal candidate will...

1. Provide guidance and direction for all of the school's athletic programs.
 - a. Girl's Volleyball, Girl's Basketball, Boy's Basketball, and Boy's Baseball.
2. Provide support to the EOCS team for all co-op sports.
 - a. Boys and Girls Soccer, Cross Country, Track and Field, Tennis, Golf, Wrestling, Swimming, Bowling, and Girl's Softball
3. Communicate effectively with parents, coaches, teachers, the office, and athletes regarding scheduling and transportation.
4. Attending league meetings.
5. Work with the administration in hiring and firing coaches.
6. Work with coaches to plan and coordinate travel to and from games and practice.

7. Stock and inventory all uniforms.
8. Collaborating with the conference, local middle schools, and the school office in scheduling games and practices.
9. Schedule officials, referees, and umpires for all home contests.
10. Maintain the allocated athletic budget. Allocating the budget to such items as coaches' salaries, maintaining equipment, and purchasing new equipment.
11. Facilitate any home athletic events.
 - a. Prepare the facility, welcome the visiting team, pay the officials, work or assign a scoreboard operator, work or assign a bookkeeper, and prepare all medical equipment in case of a need.
12. Have knowledge in all athletic areas of the rules.
13. Work with administration in mediating any parent and coach disputes.

Terms of Employment

1. The 2023-2024 athletic director position at Borculo Christian School is an estimated 15% salaried position.
2. The schedule follows the Borculo Christian School academic calendar.

Benefits

1. For teachers who teach more than 50% at BCS, we match up to 3% of 403b contributions.
2. For teachers who work more than 75% at BCS, we offer individual health insurance through Priority Health.
3. Teachers who send their children to BCS receive a tuition discount based on FTE.
1. Professional Development Reimbursement - the school will assist teachers with the cost of renewing their teaching certificate and professional growth by up to \$500 per teacher per school year. This amount will be cumulative up to \$2,000 per teacher per four years. Part-time teachers will receive a percentage of this amount according to their FTE percent.