



EVERGREEN ACADEMY

Educating Students...Training Leaders...Commissioning Warriors

ATHLETIC DIRECTOR JOB DESCRIPTION

Classification: Full Time or Part Time

Responsible to: Head of School

Supervises: Students

Evaluation: Faculty performance will be evaluated in accordance with this job description

General Description: Evergreen Academy is seeking a visionary, Christ-centered Athletic Director to lead and expand the school's growing athletic program. The ideal candidate will be a passionate leader who develops student-athletes in both skill and character. This individual will oversee all aspects of the athletic program, including organization, scheduling, budgeting, compliance, and coaching leadership. The Athletic Director will foster an environment that promotes teamwork, discipline, sportsmanship, and spiritual growth through athletics. Above all, this leader will view athletics as a ministry of discipleship—training students to glorify God in every practice, game, and victory.

General Responsibilities:

- Provide visionary leadership to develop, expand, and oversee all athletic programs at Evergreen Academy, including the introduction of new sports opportunities for students.
- Recruit, hire, train, and evaluate coaches who model Christlike character and uphold high standards of excellence and sportsmanship.
- Organize, schedule, and supervise all athletic events, practices, and competitions, ensuring smooth operations and effective communication with all stakeholders.
- Establish and maintain partnerships with leagues, associations, and other schools to coordinate athletic participation and competition.
- Oversee athletic budgets, uniforms, equipment, and facilities, ensuring proper stewardship of school resources and safety standards.
- Promote the athletic program within the school and community through communication, marketing, and engagement that reflect the values of Evergreen Academy.
- Ensure compliance with all policies, regulations, and eligibility requirements for student-athletes.
- Collaborate with the Head of School and administrative team to integrate athletics into the overall educational and spiritual life of the academy.
- Encourage student-athletes to pursue excellence both on and off the field, emphasizing character, discipline, teamwork, and faith development.



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- Organize and lead athletic awards ceremonies and special events that celebrate student achievement and spiritual growth.
- Model servant leadership and a deep personal commitment to Christ, inspiring students and coaches to view athletics as a ministry of excellence and integrity.

CREDENTIALS AND CALLING:

- Have a saving relationship with Jesus Christ
- Have a strong desire and willingness to disciple students.
- Be an active member of a Bible believing church
- Have a love and passion for God, students, and athletics.
- Be called by God to Evergreen Academy
- Agree to support and sign the EA Statement of Faith
- Agree to support and sign the EA Lifestyle Statement

PROFESSIONAL

- Utilize educational opportunities and evaluation processes for professional growth.
- Provide input and recommendations for administrative and managerial functions of the school.
- Attend and participate in scheduled devotionals, in-services, retreats, committees, faculty meetings.
- Utilize educational opportunities and evaluation processes for professional growth.
- Not repeat or circulate confidential, damaging, or critical information inappropriately and support the school and fellow colleagues with loyalty and professional courtesy.
- Other duties assigned by administration

PERSONAL

- Meet daily stress with emotional stability, objectivity, and optimism.
- Develop rapport with students, parents, and staff by treating others with friendliness and dignity.
- Recognize the need to support Evergreen Academy as an ambassador for Christ and take the initiative to build good public relations with those inside and outside the community of faith.

EXPECTED WORK HOURS

- The Athletic Director will work in collaboration with the Head of School to develop a schedule.

THE RIGHTS OF EVERGREEN ACADEMY

Evergreen Academy reserves the right to alter this position's job description to meet the needs of EA.

EMPLOYMENT NONDISCRIMINATION POLICY

Evergreen Academy does not discriminate based on the applicant's race, color, biological sex, nationality, or ethnic origin. We reserve the right to screen applicants based on religious preference and their suitability to match their gifts, talents, and experience with the vision and mission of our school.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.