



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Athletic Director

The Athletic Director (AD) plays a pivotal role in the oversight and management of the school's athletic programs. This part-time position requires a dynamic and organized individual with a passion for sports and a commitment to fostering a positive and competitive athletic environment within the school community, one that comports with the mission of the school. The AD position is a full-time, salaried position with a 12-month work schedule beginning July 1. The Athletic Director reports to the Headmaster.

For the 2024-25 academic year, the Athletic Director will assume a part-time teaching load (likely two classes) in grades 6-8 in addition to performing director duties. This position will require working some evenings and weekends throughout the school year.

The Athletic Director's essential duties and responsibilities are as follows:

Supervision and Communication

- Hire, supervise, evaluate and handle communication with Sport Coordinators.
- Verify that all Sport Coordinators and Coaches have necessary certifications required by OHSAA, ODE, and Cincinnati Classical Academy
- Monitor payment status and documentation compliance of athletes.
- Monitor academic compliance and eligibility of athletes
- Attend league meetings, communicate with the league for all sports

Financial Management

- Prepare the annual budget, approve expenditures, count money, make deposits, pay bills
- Order and maintain uniforms and equipment
- Secure sponsors to advertise in Cincinnati Classical Academy's gym and fields.

Facilities Management

- Prepare facilities for home contests and obtain facilities for contests and practices not at Cincinnati Classical Academy
- Inspect facilities to be sure they are safe, clean, and represent Cincinnati Classical Academy with class
- Be present at most home contests to serve as site manager
- Act a site manager for any post-season tournament games at Cincinnati Classical Academy

Coordination, Planning, and Scheduling

- Coordinate post-season tournament details
- Plan and preside at events: Parent Info Nights, Sports Banquets, etc.
- Collaborate with Headmaster on Student/Parent and Coaches' Handbooks. Distribute.
- Prepare team rosters, arrange team pictures, and maintain record of awards.

- Coordinate score reporting and update athletic schedules/happenings with Event Coordinator and Headmaster for school's calendar, website, and social media
- Collaborate with PSO on the following:
 - Finances/budget
 - Addition of sports as program grows
 - Staffing of parent volunteers/student volunteers for concession stand and admissions gate
 - Stocking concession stand
- Collaborate with Sport Coordinator on the following:
 - Ordering and maintaining uniforms and equipment
 - Practice schedule
 - Sport budget
 - Being present at home contests when AD cannot
 - Post-season tournament details

Qualifications

- Bachelor's degree or higher in Sports Management, Education, or a related field
- Previous experience in athletic administration or coaching
- Knowledge of OHSA regulations and procedures
- Strong organizational, communication, and leadership skills.
- Capacity to take initiative and be self-directed while working independently
- Highly organized and detail-oriented with strong project management skills.
- Ability to meet deadlines, work on multiple projects, and coordinate work with others

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS/STRS retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to the attention of the Job Search Committee at careers@cincyclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.