



RAINIER

CHRISTIAN SCHOOLS

Athletic Director

RCS employs Christian staff members who are innovative, creative, nurturing, and relational. If you are gifted in fostering curiosity about learning, engaging student participation, developing critical thinkers, and building student leadership in a safe and trusting environment, we welcome you to consider a career at Rainier Christian Schools.

Title: Athletic Director

Overview: The Athletic Director shall be a college graduate, who is a born-again Christian, who has been called of God to the teaching profession.

Reports to: President

Evaluation: The Athletic Director will be evaluated in accordance with this Job Description.

Status: Full Time

BASIC FUNCTION

The Athletic Director, AD, serves to advance RCS mission statement through the vehicle of athletics. In this multifaced role, the AD, responds with biblical principles and a Christian philosophy of education to execute duties.

REQUIRED PERSONAL QUALITIES

The teacher shall:

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

ESSENTIAL FUNCTIONS

The AD shall:

- Reflect the mission of the school, which is to "Educate and Develop the Whole Person for the Glory of God!"
- Demonstrate an ability to communicate and organize district athletics in a professional manner
- Work collaboratively with league Ads and attend Seatac and Chinook Leagues meetings
- Serve as the district representative for the RCS Booster Club
- Keep an attractive, clean, well-ordered, office space
- Manage records for student physicals, athletics fees, and athlete's edibility
- Manage the VNN sports page and district webpage for athletics
- Attend the monthly general Board Meeting, and communicate with RCS Board of Directors on a monthly basis
- Update Athletics and Coaches' Handbooks
- Hire and evaluate coaches
- Communicate weekly with coaches
- Maintain maintenance schedule and calendar maintenance appointments for shuttle busses
- Coordinate shuttle bus needs for athletics through district office

PHYSICAL REQUIREMENTS

The Athletic Director shall:

- Handle work which deals mostly with people, objects, equipment in a general setting
- Bend, stoop, twist, turn, reach, lift up to 50 pounds, carry, pull push, climb, and kneel, walking and standing approximately 50%-75% of the work day
- Recognize differences in sound; such as voices/noises that are loud and playful versus angry and combative, able to differentiate tones and volumes in conversation
- Be able to perform child restraint as necessary if child is going to harm themselves or others
- Be able to think innovatively when tasks are not governed by standard practices
- Handle most tasks with energy and good organizational skills
- Take CPR and First Aid classes as prescribed

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary. Rainier Christian Schools does not discriminate against applicants and employees on the basis of race, color, or national/ ethnic origin.