

Athletic Director

The Director of Athletics reports to the Head of School and works to provide an effective athletic program for Clarksville Academy that integrates CA's mission and core values with the development and growth of our young athletes. The Director of Athletics supervises the athletics staff and coaches, and works in collaboration with faculty, staff, and sports trainers.

Primary Duties and Responsibilities

His or her responsibilities include the following:

- To lead by activity and example, to develop, organize, supervise and evaluate the entire program of intramural and interscholastic athletics for the entire school.
- To ensure that all coaches are performing their duties at the very highest level of professionalism.
- To ensure that all coaching positions are filled with competent coaches who are properly trained in all organizational and philosophical aspects of the athletic program. In this connection he or she will participate with the Head of School and the administrative team in employment decisions and faculty assignments.
- To ensure the proper maintenance and security of all athletic equipment and athletic facilities, fields and courts, working in coordination with the director of buildings and grounds.
- To organize (and submit to the director of marketing) regular information on the various programs for public recognition of athletic achievements.
- To prepare, submit, and administer a budget each year to fund the athletic programs of the school.
- To ensure that all student athletes are in good standing in their academic courses.
- Knowledge of TSSAA policies governing athletics - To represent CA for all meetings with TSSAA and to be the primary correspondent with TSSAA. To keep the Head of School informed of all communication or appeals with TSSAA.
- To be a visible presence for home athletic events and serve as administrator for games and matches.
- To provide the scheduling of all athletic contests, arrange for athletic transportation, and hire all game officials.
- To represent the school at various state, regional, and national athletic associations.
- To maintain records of team and individual athletic accomplishments and submit copies to the development office for historical purposes and the TSSAA (when applicable).
- To maintain and revise the coaches' manual each year and set up appropriate meetings with the coaches to review the information and standards in detail.
- To help to organize and coordinate, with the principals of the three divisions, the off-campus athletic programs.
- To oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.

- To manage the athletic facilities calendar and address requests for usage outside of the school.
- To oversee auxiliary athletic programs and facility rental use.
- To ensure the health and safety of all students in the athletic program, and to be responsible for it, and;
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership.

Qualifications

- Associate or Bachelor's degree required in Health and Human Performance or sports related field, Masters Degree preferred
- Coaching experience preferred

Federal law prohibits discrimination in employment on the basis of age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.