



## **Athletic Director – Profile and Job Description**

### **Profile:**

Harding Academy is creatively educating the next generation to be strong and courageous disciples of Christ who impact the world for His glory. It is our mission to teach students to love others as Christ loves them, to think creatively and learn with open minds, and to live courageously to the glory of God. We believe that athletics play a vital role in achieving this vision and mission. We strive to honor and glorify God with everything that we do, and it is important that our athletic pursuits are rooted firmly in this desire.

Athletic and academic excellence are not mutually exclusive. In our efforts to disciple every student at Harding Academy to become courageous followers of Christ, a well-organized athletic program provides unique opportunities to instill in our student athletes the kind of values that will serve them throughout their lives. All athletic pursuits will be extensions of the classroom, of the home, and of the overall mission of our school.

The Athletic Director (AD) provides leadership and supervision of all Harding Academy athletic programs. Harding athletics will:

- Strengthen our athletes' faith in Jesus Christ;
- Instill great work habits and skill development in all athletes;
- Teach, stress, and monitor the primacy of faith and academics;
- Teach humility and the primacy of team over individual accomplishments.

The AD will be primarily focused on student experiences through their engagement on a variety of athletic teams. It is the responsibility of the AD to lead and assist the head coaches and athletics staff to build programs that focus on growth and development at all levels. Additionally, the AD will be responsible for managing additional services to students such as athletic performance, injury prevention and care, college recruitment, association and league memberships, athletic facility oversight, youth programs and camps, and the attraction, retention, and professional development of exceptional coaches and staff.

The Athletic Director will report directly to the Head of School and will support the overall mission and vision of Harding Academy by serving on the administrative leadership team. Performance will be evaluated annually based on qualifications, expectations, and responsibilities outlined below. Additional duties may be assigned, and this job description may be amended in accordance with applicable Harding Academy policies and procedures.

**Spiritual & Professional Qualifications:** *A mission aligned, creative, and organized AD will thrive in this role if guided daily by the questions “How will our athletic program honor God today at Harding?” and “What is in the best interests of the students we serve?”*

I. Spiritual Qualifications

- A. Deep and authentic commitment to Jesus Christ
- B. Commitment to discipleship as the highest priority of athletics
- C. Understanding of and commitment to Christian worldview thoroughly applied to athletics
- D. Active involvement in a mission aligned church
- E. Commitment to the Harding Academy *Statement of Faith* and *Community Covenant*
- F. Commitment to Christian education and promotion of athletics as an extension of the school’s mission and vision
- G. Possess personal integrity and humility

II. Professional Qualifications

- A. Bachelor’s Degree in related field; Master’s Degree preferred
- B. Previous experience in coaching, athletics management, and athletic administration preferred
- C. Maintain appropriate certifications including CPR, First Aid, and a driving record that qualifies for CDL licensure
- D. Display initiative, creativity, collaborative leadership, and strong organizational skills
- E. Displays a willingness to lead students, coaches, and parents by creating clear expectations and boundaries
- F. Displays strong communication skills (oral and written) that inspire with vision and clarity
- G. Possesses ability to deal with conflict and seeks resolutions by courageously speaking the truth in love
- H. Displays ability to manage a wide variety of tasks by planning with attention to detail and high level of accuracy
- I. Creates and maintains a program vision and philosophy that guides all coaches and programs

**Responsibilities & Expectations:** *A mission aligned, creative, and organized AD will direct all aspects of the athletic programs at Harding Academy. As a member of the leadership team, the AD will be relationally involved in the life of the Harding community with a heart of service and mission.*

I. Administrative Leadership

- A. Update and distribute Harding Athletic Handbook annually
- B. Develop, update, and distribute a Harding Coaches Manual setting forth athletic department philosophy, expectations, policies, and procedures

- C. Ensure that all Harding athletic programs comply with all rules and regulations of TSSAA and any other applicable associations governing athletic programs
- D. Develop, maintain, publish, and update athletic schedules for all sports
- E. Oversee game-day event management for all sports
- F. Attend or arrange appropriate supervision for all sporting events
- G. Oversee the administration of the athletic budget
  - 1. Provide for and oversee the appropriate funding of the entire athletic department through budget discussions with Head of School & CFO
  - 2. Oversee all fundraising and marketing efforts of all teams and of Harding Booster Club
  - 3. Oversee all athletic supply and equipment orders in coordination with administration and Harding Booster Club
- H. Collect and maintain all athletic records, including team records, individual records, letters, and awards.
- I. Plan and oversee athletic assemblies, banquets, and awards programs coordinating with coaches.
- J. Manage athletic calendar and coordinate with master school calendar
- K. Ensure transportation and travel arrangements for teams
- L. Report major injuries and incidents to proper authorities
- M. Oversee and manage athletic training staff and ensure proper medical personnel are present at all athletic events

## II. Coaches

- A. Recruit and recommend coaches to the Head of School according to Harding Academy hiring policies
- B. Work with CFO to ensure that contracts are issued and received back from coaches
- C. Provide training for all coaches concerning but not limited to: physical care, TSSAA regulations, forms, equipment, conduct, expectations, transportation, facilities, scheduling, awards, and philosophy of Harding athletics
- D. Observe coaches in practice and in competition for knowledge of sport, coaching habits, and ability to demonstrate discipleship in their interactions with players, referees, opponents, and parents
- E. Meet with coaches at the end of each season to review performance and provide appropriate evaluation and feedback
- F. Ensure that varsity coaches are building programs by intentional leadership in lower and middle school athletics
- G. Oversee all off-season workout and requirements to ensure compliance with TSSAA guidelines
- H. Ensure that coaches are providing good communication with players and parents
- I. Ensure cooperation between all coaches and academic leadership to emphasize the primacy of academics and discipleship

### III. Athletes

- A. Observe student athletes in practice and in competition for respect for all in authority (coaches, referees, parents, etc...) and for opponents displaying Christlike sportsmanship
- B. Work with academic administration to gather eligibility data according to the eligibility policies and procedures
- C. Meet with athletes and parents at the beginning of each season to discuss handbook, expectations, fees, and athletic policies and procedures
- D. When applicable meet with athletes and help them navigate recruiting and guidelines for playing at the next level

### IV. Public Relations

- A. Train coaches in and monitor coach-parent relationships to ensure that coaches embrace parents as essential partners with successful teams
- B. Maintain an organized and active program that promotes sportsmanship and welcomes competing teams and guests
- C. Ensure that local media are aware of athletic schedules and results
- D. Attend local meetings for athletic directors
- E. Have a visible presence at most athletic events
- F. Utilize existing facilities to launch local leagues for a variety of sports that will welcome the community to Harding's campus
- G. Work with Principals and CFO to coordinate, promote, schedule, and supervise/monitor all athletic summer camps and leagues

### V. Communication

- A. Communicate to all Harding families, athletes, and coaches the vision and mission of the Harding athletic department
- B. Handle all correspondence pertaining to athletes
- C. Develop and maintain an avenue of communication with coaches at colleges and universities for the purpose of assisting Harding athletes in acquiring scholarships
- D. Create and distribute schedules and notify school community of any changes
- E. Inform parents, athletes, and coaches of any changes to the Athletic Handbook
- F. Report any major injuries or rule violations to the Head of School
- G. Distribute list of ineligible players to appropriate coaches in cooperation with academic leadership
- H. Ensure that all schedules and updates are on the website and distributed via social media in a timely fashion
- I. Coordinate the pep band, marching band, and cheerleaders for practice schedules and performances at athletic events

### VI. Athletic Facilities

- A. Be responsible for coordination and scheduling of all Harding athletic facilities, including use by outside organizations
- B. Coordinate with the Facilities Manager and be responsible for proper upkeep and maintenance of all athletic facilities
- C. Procure additional facilities as needed to meet the needs of the athletic program

- D. Coordinate with the Head of School in making recommendations to the Harding Board of Trustees regarding improvements, expansions, or acquisitions that are needed to support athletic programs

**Results:** *A mission aligned, creative, and organized AD will be driven by results. However, the Harding Academy athletic department will not be obsessed with winning. While competitive excellence and discipleship are not mutually exclusive, the primary purpose of athletics is the advancement of Harding's mission to love, to think, and to live courageously all to the glory of God. The goal is that every student and parent involved in Harding athletics will be able to testify that their experiences helped to draw them closer to Christ while growing and developing as an athlete.*

Specific results that support the mission of the school include:

- Every student-athlete has an exceptional experience being involved in Harding athletics.
- Every student-athlete grows in their faith because of participating in Harding athletics.
- Every student-athlete has a mentoring/discipleship connection with an adult in the Harding athletic program.
- Harding players and teams are successful as they strive for competitive excellence that honors Christ.
- Every sport at Harding serves as an attraction for students desiring to enroll.

**If interested in applying for this position, please send a resume and a cover letter to:**

**Trent D. Williamson**  
**Head of School**  
**Harding Academy**  
**[williamson.trent@hardingacademymemphis.org](mailto:williamson.trent@hardingacademymemphis.org)**  
**1100 Cherry Road**  
**Memphis, TN 38117**