



Position:

Athletic Director

Position Summary:

Seven Oaks Classical School is seeking an Athletic Director not just to organize teams but to build a program. The person in this role must be able to develop, implement, organize, coordinate, and lead all aspects of the school's athletic programming. Sports currently offered include cross country, volleyball, soccer, basketball, wrestling, and track. We seek a person who has a vision not only for organizing teams but building programs.

The ideal candidate will combine broad vision with attention to detail and skill in communication. Our ideal candidate is a resourceful problem-solver and relationship builder, with a team spirit and a strong desire to learn and grow within our school community. Seven Oaks has a positive, diverse, and supportive culture, and we are eager to add another strong contributor to our athletics team. This position is a full-time exempt role. This is an in-person position. Seven Oaks Classical School is located in Ellettsville, Indiana.

Position Impact:

The Athletic Director understands that the success of the Athletics program and Seven Oaks Classical School is a reflection of his/her work and vice versa, which creates an atmosphere of teamwork and true job satisfaction.

Reports to:

Head of School

Duties and Responsibilities:

Budget Management:

- Plan and implement fundraisers for the athletic department
- Approve team-specific fundraisers that coaches plan and implement
- Secure yearly sponsors for the athletic department
- Develop and implement the budget for the athletic department
- Oversee team budgets, reviewing and approving purchase requests made by coaches

Leadership and Guidance:

- Work with coaches, teachers, and administrators to ensure student-athletes follow the Athletic Code of Conduct, implementing consequences when needed
- Represent Seven Oaks Classical School at SRC, IIAAA, and IHSAA meetings
- Serve as liaison between Athletics Booster Club, coaches, and administration
- Troubleshoot the daily operations of the athletic department
- Actively recruit and hire prospective athletic coaches at the elementary, middle school, and high school levels
- Lead and mentor all coaches
- Lead an evaluation of all coaches at the conclusion of each sports season

Equipment and Facilities:

- Supervise the purchase, maintenance, and inventory management of athletic equipment and facilities.
- Ensure that sports facilities are safe, well-maintained, and conducive to training and competitions.
- Oversee the scheduling of school vans and buses for athletic events
- Coordinate the ordering of letter jackets, varsity chevrons, award patches, etc.

Compliance and Regulations:

- Distribute, collect, and maintain all required student-athlete paperwork, i.e., physicals, insurance, transportation permission forms, etc.
- Distribute IHSAA materials and enforce IHSAA rules and regulations, including player eligibility
- Confirm student-athlete eligibility before the season begins and monitor eligibility throughout the season.
- Develop athletic policies as needed to further the mission and vision of the school
- Ensure all coaches adhere to school, conference, and IHSAA guidelines

Scheduling and Coordination:

- Schedule all elementary, middle school, and high school athletic events
- Work with coaches to aid in scheduling practice times on and off campus
- Provide officials for all home events
- Schedule and oversee summer sport clinics
- Schedule a fall, winter, and spring sports banquet
- Schedule team photos each season
- Provide supervision for all home games and events

Communication:

- Strong communication with coaching staff, athletes, parents, and fellow administrators
- Handle all internal and external communication with prudence and timeliness
- Ability to establish and maintain positive relationships with parents, students, staff and community partners

Required Qualifications and Experience:

- Bachelor's degree in Sports Management, Education, or a related field is strongly preferred
- Prior experience in athletic administration, coaching, management, or related roles
- Strong organizational, communication, and leadership skills
- Proficient in the use of technology
- Knowledge of sports rules, regulations, and safety protocols
- Passion for promoting sportsmanship, teamwork, and student development

For more details about the application process see www.sevenoaksclassical.org/employment. Applications and inquiries should be emailed to hr@sevenoaksclassical.org.