Athletic Director

South Merrimack Christian Academy | Merrimack, New Hampshire

Part-time, 16 hours per week

Reports To: Head of School

Position Summary

The Athletic Director supports the mission of SMCA by leading an organized, safe, and Christ-centered athletic program. This role helps students grow in character, responsibility, teamwork, sportsmanship, and athletic skill while keeping their education and well-being central.

The Athletic Director works under the direct authority of the Head of School and provides leadership for coaches, athletic schedules, league coordination, student eligibility, family communication, equipment, and athletic operations. The role supports consistent implementation of the school's handbook, athletic policies, and transportation procedures.

Essential Responsibilities

The Athletic Director will:

- Lead the athletic program in alignment with SMCA's mission, emphasizing student development, fair play, respect for officials, and Christlike conduct in victory and defeat.
- Support and supervise coaches in their day-to-day responsibilities. Coordinate coach orientation, clarify school expectations, provide practical feedback, and bring staffing recommendations or significant performance concerns to the Head of School.
- Coordinate team schedules, practices, contests, officials, and league requirements. Maintain accurate calendars, communicate changes promptly, and work with school personnel to resolve conflicts involving facilities, transportation, and other school commitments.
- Ensure coaches use GameChanger for official team communication and follow the Away Game Communication SOP, including advance trip information, significant changes, planned stops, and return-time updates. Help families understand whom to contact and ensure concerns receive timely follow-through.
- Maintain organized athletic records, rosters, required participation documents, equipment inventories, and relevant communication. Coordinate with the office and school nurse to confirm required permissions, physicals, and participation clearances are in place before students participate.
- Coordinate student eligibility with school administration and the office in accordance with the current handbook. Arrange quarterly eligibility reviews when grades are finalized. When a concern arises or a coach requests a review, obtain the individual student's grade report through the office; do not establish routine weekly grade monitoring.
- Communicate eligibility decisions and required follow-up to coaches and families with appropriate confidentiality. Partner with academic leadership, Student Support Services,

and the Head of School when academic concerns, support plans, attendance, or student conduct affect participation.
- Coordinate athletic transportation under established school procedures. Confirm approved arrangements and ensure coaches follow expectations for supervision, trip communication, vehicle checks, cleanliness, and key return. Address transportation concerns promptly without creating separate transportation rules. Ensure coaches return to school with their teams after away events unless otherwise authorized by the Head of School.
- Work with coaches, the school nurse, and school leadership on injury reporting, participation restrictions, emergency preparedness, and student safety. Escalate emergencies, serious conduct concerns, unsafe conditions, and other significant matters promptly to the Head of School and appropriate school personnel.
- Prepare athletic budget requests, track approved spending, and coordinate purchases through established approval procedures. Maintain a complete inventory of athletic equipment and uniforms, including issue, return, storage, condition, and replacement needs. Assist with school-approved athletic fundraising in coordination with the Head of School.
- Coordinate athletic use of school facilities with the personnel responsible for those spaces, and report maintenance or safety concerns.
- Organize athletics-specific events, recognition, and awards in coordination with coaches and school leadership.

Leadership Expectations

This person must be able to:

- Represent the Head of School's direction accurately and consistently.
- Communicate clearly and graciously with coaches, students, families, officials, and other schools.
- Seek clarification when a situation requires a policy exception, sensitive communication, or a decision beyond the position's authority.
- Apply established school and league expectations consistently, and help coaches resolve concerns through the appropriate school process.
- Protect confidential student and personnel information while keeping the Head of School appropriately informed.
- Demonstrate sound judgment, humility, reliability, and follow-through, including when plans change or concerns arise during athletic activities.

Qualifications

The ideal candidate will demonstrate:

- A mature Christian faith and agreement with SMCA's mission, Statement of Faith, and educational philosophy.
- Experience in coaching, school athletics, youth leadership, or a related setting.

- Ability to support coaches and help students develop responsibility, teamwork, self-control, and sportsmanship.
- Strong organizational skills and the ability to coordinate schedules, people, records, and competing priorities.
- Clear written and verbal communication and the ability to build constructive relationships with families and colleagues.
- Sound judgment in student safety, confidential matters, conflict resolution, and timely escalation of concerns.
- Ability to use scheduling and communication tools, maintain accurate records, and follow through on operational responsibilities.
- Willingness to serve under the direct authority of the Head of School and work collaboratively with other school personnel.

Role Boundaries

The Athletic Director leads athletic operations within approved school policies, budgets, and delegated authority. Final personnel decisions, significant policy exceptions, and major financial commitments remain with the Head of School or the appropriate authorized school leader.

Academic grading and instruction, school-wide discipline, student support plan ownership, and medical decisions remain with the personnel responsible for those areas. The Athletic Director coordinates their application to athletic participation.

This position includes athletics-specific events and recognition. School-wide event coordination and general school supply purchasing are separate responsibilities unless specifically assigned by the Head of School.

Characteristics of Success

- Students participate in an athletic program that supports their education, safety, character, and spiritual growth.
- Coaches understand school expectations, receive useful support, and follow through on their responsibilities.
- Schedules, eligibility reviews, transportation arrangements, equipment, and athletic records are organized and dependable.
- Families receive clear, timely communication and know how to raise questions or concerns.
- Athletic activities reflect consistent sportsmanship, responsible stewardship, and SMCA's Christian mission.
- The Head of School receives accurate updates and timely notice of significant athletic concerns.

How to Apply

To learn more or submit your résumé, email employment@smcanh.org. Please include the position title in your subject line.