



Athletic Director Job Description

Athletic Director—Dayspring Christian Academy (DCA Secondary)

Salary: \$40,000–\$60,000, based on experience and school needs

Type: Non-exempt, with selected benefits

Reports to: Director of Operations (direct supervisor) and Head of School

Start: October 2026

The Athletic Director leads all DCA athletic and club programming with organizational excellence and a clear Christian witness. The role includes scheduling, transportation, budgets, facility use, home-event operations, and away-contest attendance. The AD must know CHSAA and NCIL standards and apply them consistently and ethically, while maintaining strong relationships with families, coaches, partner schools, vendors, and the broader community.

How to apply

Complete the Dayspring employment application at www.dayspringeagles.org and send it, unofficial transcripts, and the pastor's recommendation form to Harley Lowe, Director of Operations, at hlowe@dayspringeagles.org.

Spiritual expectations:

- Affirm a personal, born-again faith in Jesus Christ and a sense of calling to serve at Dayspring.
- Live as a Christian role model in and out of school.
- Faithfully attend a local church whose teaching aligns with the school's Statement of Faith.
- The Kingdom of God will be advanced as the Athletic Director and the athletic program:
 - Love and honor Christ
 - Are respected in the community and by schools with whom DCA competes
 - Fulfill DCA's mission: *Equipping the heart, soul, mind, and body of each student from a Biblical perspective in partnership with the Christian home.*
 - Reflect Dayspring's vision: *Christ-centered education*
 - Exhibit characteristics consistent with Christian role models.

Qualifications:

- Bachelor's in Sports Administration, Physical Education, Health, or related field preferred; master's highly preferred.
- 5+ years in athletic administration and coaching preferred; experience growing MS/HS programs preferred.
- Strong organization, management, and team-building skills.
- Ability to work well with volunteers, staff, and parents.
- Working knowledge of CHSAA, NCIL, and related policies, plus DCA sports programs.
- May be eligible to join DCA's Security team, depending on interest and qualifications.

Desired outcomes (summary) : The athletic program should honor Christ, support DCA's mission of equipping students from a biblical perspective, earn community respect, and operate with integrity. Coaches should mentor students spiritually. Scheduling, budgets, vendor payments, coach payroll, and parent communication should be timely, accurate, and professional. The AD should model Christ-like character, confidentiality, submission to authority, and a cooperative, teachable spirit—including Matthew 18 conflict resolution, emergency procedures, and participation in school meetings and devotionals.

Core duties

Scheduling and operations

Plan games a year ahead; transportation, indoor/outdoor facilities, weather/reschedule changes, coach meetings, and facility cleaning. Keep schedules orderly and trustworthy.

Staff and coaches

Recruit, screen, hire, and evaluate coaches who profess faith in Christ and model a biblical worldview. Communicate philosophy and policy; mediate conflicts; attend pre-season parent meetings; authorize POs; ensure CHSAA registration and testing; manage contracts, inventory, equipment checkout, and training kits; run end-of-season surveys and evaluations. Supervise an Athletic Assistant, also handles schedules, keys, stats, media, contracts, CHSAA forms, tournament packets).

Home events

Oversee setup and breakdown (chairs, tables, locker rooms, trash, officials' needs and payment, CHSAA protocols, and post-game security of the facility.

Awards

Help present CHSAA and scholarship awards; convert GPA systems as needed; consult with principal/counselor; order letters, pins, bars, and patches; maintain trophies; run Athlete of the Year voting.

Communication

Work with other ADs and CHSAA on league and policy matters; resolve parent issues; relay practice/uniform/award changes; contribute to the school newsletter; handle incoming calls and game-day decisions.

Boosters and facilities

Keep the booster club and concessions professional and Christ-honoring; help set bylaws, recruit members, and cast vision. Coordinate facility use with operations and leadership; process requests; review non-school use contracts and insurance.

Vehicles and miscellaneous

Help ensure buses/vans are maintained, licensed, registered, DOT-inspected, and CDE-compliant; train students on bus conduct; attend monthly league AD meetings and professional development; help run league and post season sporting events; cover when unable to fulfill a duty and brief a substitute.