

CSAGH

Christian School Association of Greater Harrisburg



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WEST SHORE
CHRISTIAN ACADEMY

www.westshorechristian.org

WSCA Athletic Director/Health & Physical Education Teacher

Reports To: Upper School Principal

Status: Full-time, salaried

General Job Description: The Athletic Director/Health Physical Education Teacher is responsible to oversee the WSCA athletics department and teach health and physical education classes for K-12 students. As the athletic director, they will direct athletic activities, supervise the coordination of athletic events and manage athletic department budgets. Their teaching responsibilities include planning and implementing physical activities that promote a healthy lifestyle, keeping students engaged and moving and tailoring lessons to meet current health and physical education standards.

Qualifications & Qualities:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith
- Agrees with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Possesses a clear philosophy, passion, and pursuit of excellence for Christian Education and CSAGH's vision
- Bachelor's Degree in Health and Physical Education
- State teaching certificate in specific content area
- ACSI certification or ability to obtain ACSI certification
- Teaching experience at Lower School, Middle and Upper School levels
- Minimum of three years of experience in leadership role
- Displays strong interpersonal skills, written and verbal communication skills, and organizational and management skills
- Fosters optimum employee/employer relationships
- Demonstrates integrity in leadership style and decision-making
- Willing to engage in professional development training as needed
- High degree of skill with Microsoft Office Suite

Duties and Responsibilities:

Health & Physical Education

- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities

- Oversee the scope and sequence of all Health and Physical Education classes; teach a portion of the classes
- Substitute as needed in the Health and P.E. department and as necessary in the regular classroom
- Possess classroom management skills
- Observe and evaluate student's performance and development
- Maintain accurate attendance and gradebook records

Athletics

- Maintain an active program that promotes Christ-like character and welcomes the competing teams and guests
- Provide leadership in the selection, assignment, evaluation, and hiring of athletic coaches and staff members
- Develop and present a centralized athletics budget and administer the approved budget for the school
- Prepare and enforce contracts for all athletic contests which shall specify date, time, location, referees or umpires and any financial arrangements necessary with the visiting teams
- Submit timely check requisitions for all game officials and see that they are paid at the beginning of each contest
- Requisition supplies, uniforms, and all equipment necessary for the athletic program
- Keep records of all interscholastic athletic contests, maintaining a file of all historical events or records
- Assume responsibility for the organization and scheduling of all interscholastic events, including postponements or rescheduling as necessary
- Plan sports banquet and order athletic awards
- Cooperate with the school doctor and coaches to arrange school physicals for athletics.
- Confer frequently with the administration regarding the athletic program and student eligibility
- Update the news media to promote our athletes and athletic contests, regularly reporting athletic contest scores for publication
- Formally evaluate all coaches at the conclusion of the season
- Responsible to collaborate with the Operations Department and the church to oversee the rental of the gymnasium to outside organizations
- Expected to work beyond the traditional school schedule at times to invest in the needs of the athletic department to include games and other related events

Abilities:

- Must be able to communicate clearly and professionally with the Upper School Principal, teaching staff, and local community/parents
- Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information
- Follow policies and procedures; complete administrative tasks correctly and on time and supports organization's goals and values
- Prioritizes and plans work activities; uses time efficiently and sets goals and objectives
- Meets deadlines; completes work in a timely manner; strives to increase productivity and works quickly