

**Thomas Jefferson Classical Academy**  
**Job Description**

**Position:** Athletic Director for MS/HS

**Reports to:** Principal

**Classification:** Exempt, 12 month

**Job Summary:**

Under general direction of the principal, the athletic director plans, implements and directs the athletic programs at TJCA in compliance with appropriate rules and regulations as outlined in TJCA Charter, NCHSAA and conference requirements.

**Essential Job Functions:**

Responsible for team management duties including training, teaching and any other support activities that are necessary for student athletes to enjoy successful academic and sports careers;

Prepares and administers athletic budget and provides fiscal overview for the athletic program in cooperation with finance office;

Schedules, in cooperation with athletic staff, games and officials;

Ensures all events held in conjunction with the Athletic Department are in compliance with current conference requirements;

Works with the Gryphon Club and TJCA support organizations on fundraising activities for the athletic programs;

Establishes and evaluates goals for the athletic program through the TJCA School Improvement Process;

Develops and oversees an annual orientation program for athletes;

Maintains current records regarding the scholastic performance of all student athletes;

Works with counselors, teachers and other staff to ensure student athletes receive academic intervention support when warranted;

Serves as the primary liaison between TJCA and various athletic and parks organizations of Rutherford and Cleveland Counties regarding the use of shared athletic facilities;

Submits written proposals, including expected income and expenses, for camps and other athletic activities. These activities shall be self-supporting covering all expenses and offered as extracurricular activities upon principal approval;

Supervises all activities within the athletic program to ensure compliance with conference and NCHSAA rules;

Maintains a professional relationship with area middle/high school coaches to ensure communication between traditional and charter benefits the schools and student athletes;

Develops and disseminates team schedules for all TJCA sporting events;

Maintains an inventory record of all athletic equipment;

Serves as contact for, and represents TJCA, at conference/regional/state meetings;

Maintains accurate and official team and individual records;

Ensures ongoing academic and disciplinary eligibility of athletes;

Supervises all coaches including volunteer coaches and reports issues to principal;

Coordinates all team travel adhering to prudent budgetary practices;

Coordinates concessions and other sales at home matches;

Oversees student/athletic facilities for physical education ,weight training and other athletic classes;

Responsible for cutting grass at the football stadium and all practice fields;

Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

May be asked to assist with coaching responsibilities as needed;

All other duties as assigned by the principal.

**Minimum Education, Skills and Abilities:**

Bachelor's degree leading to teacher licensure;

Minimum of five years experience in coaching at the college or high school level;

Ability to objectively evaluate the performance of coaches;

Knowledge of high school athletics, rules and regulations of the NCHSAA and conference;

Effective planning and organizational skills;

Knowledge and skill in the use of integrated software systems and Microsoft applications;

Skill in establishing and maintaining effective working relationships with students, faculty, staff, parents and media;

Skill in facilitating and modeling a quality customer service orientation;  
Ability to work effectively with diverse student population;

Ability to think “outside the box” and to lead and manage change in a positive and inclusive manner.

**Work Environment:**

Operates in a variety of conditions including office, gymnasium, training rooms and outdoor.

**Special Requirements:**

Availability to work evenings and weekends;

Ability to travel for team practices, competition and scouting;

Appropriate driver’s license for transportation of team by bus;

Physical ability to train and coach athletic teams;

Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

Please send all inquiries (application and resume) to:

Dianna Bridges  
Director of Human Resources  
Thomas Jefferson Classical Academy  
2527 Highway 221A  
Mooresboro, NC 28114  
(828)  
657-9998 ext.1418  
Email: [dbridges@tjca.org](mailto:dbridges@tjca.org)