

Cook Inlet Academy

Job Description



Job title: Athletics Director

Department: Athletics

Reports to: Principal and School Board

Salary: \$10,000 / year (1,000 / month) and 50% tuition discount

Time: Part-time, flexible schedule, 10-month contract

Essential Duties and Responsibilities:

- Recruit, hire, and support coaching staff for junior high and high school sports
- Plan athletics meeting at beginning of year
- Schedule games
- Host tournaments
- Uphold school policies and procedures
- Complete training as required
- Other duties as assigned

Education and/or Work Experience Requirements:

- Coaching or high school sports experience is preferred

Skills and Abilities:

- Interpersonal leadership abilities
- Good written and oral communication
- High emotional intelligence
- Working knowledge or ability to gain knowledge of ASAA guidelines
- Energetic, flexible, resourceful

Communication Requirements:

- Meet regularly with principal
- Communicate efficiently with coaches, parents, students, staff, and other ADs and coaches in a way that reflects the values of the school
- Effectively present information to groups