

Position Profile

Oakland Christian School is seeking a passionate and dedicated Athletic Director to lead and grow our K-12 school athletic programs in alignment with our mission, the policies of OCS, the Michigan Independent Athletic Association (MIAC), and the Michigan High School Athletic Association (MHSAA). This individual will oversee all aspects of the athletic department, including supporting and developing coaches, fostering student-athlete growth, enhancing athletic facilities, and cultivating school spirit and culture. The ideal candidate will be a visionary leader who is committed to excellence in athletics and Christ-centered leadership.

General Responsibilities

1. Coach Development & Support

- Recruit, mentor, and support coaches in all sports programs, ensuring they align with the school's mission and values.
- Provide professional development opportunities and resources to enhance coaching effectiveness.
- Foster a collaborative coaching environment that prioritizes character development, teamwork, and spiritual growth.
- Ensure all coaches meet certification and compliance requirements.

2. Student-Athlete Development

- Promote a Christ-centered approach to athletics that emphasizes character, integrity, and sportsmanship.
- Support student-athletes academically, spiritually, and physically, encouraging growth in all areas of life.
- Oversee strength and conditioning programs to enhance performance and injury prevention.
- Provide guidance on college recruitment for student-athletes pursuing collegiate sports.

3. Facility Enhancement & Resource Management

- Develop and implement a vision for improving athletic facilities, including fields, gyms, and training areas.
- Work with administration and stakeholders to secure funding and resources for facility upgrades.
- Oversee the maintenance, scheduling and rentals of all athletic facilities and equipment.
- Oversee Athletic Boosters program.

4. School Spirit & Culture

- Foster a strong sense of community, enthusiasm, and pride in the school's athletic programs.
- Organize events that promote school spirit, including pep rallies, athletic celebrations, media days, and student engagement activities.
- Encourage student, faculty, and parent involvement in athletic events.
- Collaborate with school leadership to ensure athletics contributes positively to the overall school culture.

5. Administration & Compliance

- Develop and manage the athletic department budget efficiently and responsibly.
- Ensure all athletic programs comply with state and league regulations, including safety protocols and eligibility requirements. (MIAC, MHSAA)
- Schedule and coordinate athletic events, practices, games, and transportation.
- Communicate effectively with parents, staff, and the broader school community regarding athletic updates and achievements.
- Coordinate with Athletics Assistant and/or Athletic Boosters for game day preparations – scheduling officials, supervision, volunteers, trainer, admissions, etc.

Administration

- Reports to the Secondary Principal
- Year-round position

Personal Characteristics and Skills of Applicant

- Strong communication, interpersonal and relationship building skills.
- Able to give positive affirmations
- Assessment skills
- Trustworthy
- Patience and understanding
- Interpersonal skills



Athletic Director

Qualifications

- A strong personal commitment to Jesus Christ and the ability to integrate faith into athletics.
- Is a member in good standing at a local Christian church.
- Is in whole-hearted agreement with OCS statement of faith documents.
- Bachelor's degree in Sports Management, Education, or a related field (Master's preferred).
- Previous experience in athletic administration, coaching, or leadership in a Christian school setting.
- Proven ability to mentor and develop coaches and student-athletes.
- Excellent leadership, communication, and organizational skills.
- Visionary mindset with the ability to plan and execute long-term athletic program growth.
- Understanding of athletic facility development, budgeting, and fundraising.
- Commitment to promoting school spirit and fostering a positive culture on OCS campus and at other school communities.
- Certification in CPR, first aid, AED (or willingness to obtain)
- CDL license & endorsement to drive a school bus (or willingness to obtain)