

## JOB DESCRIPTION

Job Title: Athletic Director /Physical Education Teacher/Coach

Department: Academic

Reporting Relationship: Directly to the Administrator

Location of Job: Gym

Qualifications: Bachelor of Education, certification preferred.

**Salary package:** Housing, utilities, laundry facility & meals (when cafeteria is open) plus a monetary compensation determined by certification, experience and education. Please note that student loans can be reduced each year you spend at NACA.

### Summary of Duties and Responsibilities

- Adhering to 1 Timothy 3:2 by living above reproach in all areas of our Christian walk
- Be part of the mission: *to educate and disciple students for Christ*
- Follow the vision: bringing students in by what they want, and sending them out with what they need
- Hold fast our core values: holiness, teamwork (Phil. 2:4), service (John 13:1-17)
- Teaching our students a biblical worldview through sports
- Organize and implement a balanced physical education program for all grades.
- Administer the Presidential Physical Fitness program annually.
- Organize and coach an athletic program for appropriate grades, including such sports as soccer, volleyball, basketball, cross country, seeking competition in our league and with reservation schools.
- Attend all in-service training sessions, workshops, teachers meetings scheduled, etc.
- Manage student behavior, giving appropriate consequences firmly and fairly, thereby honoring Proverbs 22:6.
- Maintain accurate student records, grading assignments/tests timely by using Renweb. Notify the administrator of continued struggles by any student.
- Keep track of student eligibility, strongly supporting and following the eligibility requirements.
- Follow Teacher Handbook, utilizing Assertive Discipline appropriately, using classroom management, supporting and implementing all specific regulations and instructions listed, including additional guidelines issued.
- Perform other duties and assignments as required.