



PPCS Full Time Employee (Administration)
Compensation and Benefits

Position: K -12 ATHLETIC DIRECTOR

- Aug. 1 – May 31: Full-time (40 hours/week)
• June 1 – July 31: Part-time (20 hours/week - flexible)

Compensation:

\$30,000 - \$45,000 yearly salary range for a new to PPCS Employee

- Specific salary determined based on years of qualified experience, education level, and applicable certification
• July to June (12- month) contract
• Pay available in 24 installments beginning July 15th

Benefits:

- Time off:

Paid Sick Leave: eight (8) days (64 hours) per year. Should additional one-year contracts be offered in the ensuing years, unused sick leave may be allowed to accumulate up to thirty (30) days total (240 hours full-time), to be used for extended illness only.

Paid Personal Leave: fifteen (15) days (120 hours) per year not including school holidays, which accrue at a rate of 1.25 days (10 hours) per month. The maximum Paid Personal Leave accrual cap is fifteen (15) days (120 hours) per year. Once the maximum accrual cap has been reached, no additional Paid Personal Leave accrues until some Paid Personal time is used. Any accrued Paid Personal Leave remaining at separation of employment, will be paid on the employee's final payroll.

- Tuition Discount:

Full-time Administrative Staff Children
First Year= 50%
Second and Third Years=75%
Fourth Year and Beyond=100%
A 50% discount applies to Daycare costs
A 50% discount applies to grandchildren of the staff member

- Health Insurance

Kaiser HMO 3000 Plan

- School funds 50% of employee premium (already subtracted below):
Current monthly rates employee is responsible for (basic plan)
Employee only.....\$279.07
Employee and Children.....\$893.00
Employee and Spouse.....\$954.39
Family.....\$1512.51

- Dental, Vision, Disability, Life, Legal, Pet Benefits

Multiple plans are available via Questco. The school does not fund any portion.

- Retirement:

The school offers a 403B Retirement plan through Franklin-Templeton. The school does not fund any portion.



JOB DESCRIPTION

GENERAL

Title: K – 12 Athletic Director

Reports to: Director of School in school wide and department matters
School Principal in grade level matters

Supervises: Coaches of all sports
Volunteers/Eagle Club
Student-athletes

Basic Qualifications: Must be in relationship with the Lord Jesus Christ as personal Savior.
Education degree in physical education or related area.
Minimum of two years teaching/coaching experience.
Experience in athletic administration preferred.
Appropriate certifications preferred.
Other qualifications which the Director may find necessary.

PERSONAL

1. Be a faithful, financially-supporting member of a local church.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
4. Show by example the importance of scripture study and memorization, prayer, and unity in the body of Christ.
5. Be in whole-hearted agreement with the school's Christian philosophy of education.
6. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
7. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school dress code policy.
8. Respectfully submit and be loyal to established authority.
9. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
10. Notify the administration in writing of any policy he/she is unable to support.
11. Refuse to use or circulate confidential information inappropriately.
12. Place his/her PPCS role ahead of other jobs or volunteer activities.
13. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
14. Meet everyday stress with emotional stability, objectivity, and optimism.
15. Use acceptable English in written and oral communication. Speak with clear articulation.
16. Make an effort to appreciate and understand the uniqueness of the school community.

PROFESSIONAL

POSITION SPECIFIC

1. Provide leadership in establishing an environment which is conducive to the accomplishment of the mission statement and philosophy of PPCS.
2. Foster good relations amongst students, staff, parents, and the community.
3. Establish and maintain a positive school climate.
4. Oversee the K-12 athletic program with regards to sporting events, athletic teams and clubs.
5. Practice methods of staff management and student discipline according to PPCS policies.
6. Practice and instruct coaches and students on Christian character and good sportsmanship.
7. Monitor trends, research, and developments as they relate to athletics and sports.
8. Provide direction/leadership in regards to what sports are to be played by students at PPCS.
9. Collaborate with the Physical Education department head in the development of an effective physical education program.
10. Hire, and dismiss coaches for each sport according to PPCS procedures.
11. Fulfill membership roles and duties on the councils of the Christian Schools Athletic League (CSAL), Black Forest League (BFL), and Colorado High School Activities Association (CHSAA).
12. Maintain and insure department adherence to PPCS policy, and PPCS adherence to league, and state rules and regulations.
13. Recruit, train, and supervise parent and community volunteers in support of the athletic department.
14. Develop, submit, and manage a responsible, balanced athletic budget.
15. Organize, supervise, and provide transportation for athletic teams.
16. Collaborate with school and church transportation leaders on vehicle maintenance and issues.
17. Maintain the athletic field, equipment, and gymnasium facilities.

General

1. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Maintain a clean, attractive, well-organized work space.
3. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
4. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
5. Attend and participate in scheduled devotionals, faculty meetings, professional development and workdays, fundraisers, committees, and school-sponsored activities.
6. Know the procedures for dealing with issues of an emergency nature.
7. Inform the School Director in a timely manner if unable to fulfill any duty assigned.
8. Supervise extra-curricular activities, organizations, and outings as assigned.
9. Provide input and constructive recommendations for administrative and managerial functions in the school.

10. Support the broader program of the school by attending extra-curricular activities when possible.
11. Perform any other duties that may be assigned by the School Director.

PURPOSEFUL

1. Reflect the purpose of the school, which is to honor Christ in every activity.
2. Motivate students to grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Integrate biblical principles and the Christian philosophy of education throughout activities.
5. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
6. Follow biblical principles in resolving conflicts with students, parents, staff, and administration.