



**Frankel Jewish Academy**  
**Director of Athletics and Activities**  
Job Description

Frankel Jewish Academy (FJA) is accepting applications for the position of Director of Athletics and Activities for the 2024-2025 school year to manage and oversee Frankel Jewish Academy's interscholastic athletic program and student activities.

The Director of Athletics and Activities is responsible for overseeing all aspects of the athletic program and assigned student activities, including hiring coaches, scheduling, budget preparation, and facility management. In addition to these duties, they have school-wide responsibilities in the areas of safety, security, academic testing, public relations, and all clerical duties associated with athletics. The Director of Athletics and Activities supports and promotes the mission of the school and abides by the school's code of professional culture.

Salary range is \$65,000 - \$75,000 dependent on experience

**Responsibilities**

- Provide guidance and direction for the school's sports program.
- Provide vision to maintain and enhance all athletic programs, promoting sportsmanship and respect.
- Administer all athletic policies and procedures abiding by the rules and by-laws of the school and league.
- Prepare a budget and allocate spending on items like coaching salaries, team travel, equipment purchases, and facility upkeep.
- Game management, facility and equipment management, financial management, personnel management, and student athlete management.
- Sportsmanship and citizenship liaison; community relations, liaison between coaches, and school.
- Enforce student handbook policies and procedures.
- Serve as the primary advocate for athletics.
- Plan, organize, and supervise all athletic awards programs.
- Maintain permanent records for each sport (i.e., wins, losses, outstanding records, etc.).
- Represent FJA in all athletic business at league, conference, and state meetings.
- Establish a reasonable and equitable program for the utilization of the concession stands.
- Perform other duties as the Head of School / Principal may direct.

**General Management**

- Recommend schedules for all athletic programs
- Notify all parties of games, date changes, new events scheduled, postponements and cancellations, making all necessary contacts for schedule changes
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- Supervise events as a game site manager, including attending home athletic contests and securing appropriate medical, custodial, and game management personnel.
- Tournament manager for all league and tournament playoff activities at FJA sites.
- Arrange transportation for athletic teams including lodging and meals when required.
- Coordinate the use and maintenance of all school athletic facilities.
- Secure necessary staffing for all home athletic events.
- Manage cash receipts for all ticketed events.
- Ensure all facilities are safe and prepared for competition.
- Oversee the storage, distribution, purchasing, reconditioning/repair, cleaning, and inventory of all athletic equipment.

### **Financial Management**

- Develop athletics annual budget, coordinating requests by the head coaches and with the business office.
- Oversee and coordinate payments to officials, game workers, and other personnel.
- Obtain equipment quotes from authorized coaches, evaluate such requests and approve appropriate orders.
- Complete authorization process for all athletic expenditures in advance of need.

### **Personnel Management**

- Recruit, interview, help hire, evaluate, and oversee coaches.
- Interpret school policy to provide guidance for the school and coaches under their jurisdiction.
- Meet with head coaches of the athletic program at least three times per year.
- Implement coaching handbook and work with coaches to evaluate and enhance the athletics program.
- Review and coordinate information sent to the community and parents that outlines school expectations, philosophy, rules, and regulations.
- Hold end of season meetings with all coaches.

### **Student Athlete Management**

- Maintain a permanent file of players, medical examinations, insurance forms, parent consent forms, payments, etc.
- Evaluate and apply athletic policies due to athletic violations pertaining to school policy.
- Determine scholastic eligibility of all candidates for athletic teams on a weekly, grading period/semester basis, certifying and recording eligibility.
- Require physical examinations in accordance with the requirements of the MHSAA.
- Assist college coaches in student athlete recruitment.
- Implement positive sportsmanship and citizenship activities within an educationally sound athletic program.
- Demonstrate consistency between the sportsmanship philosophy of school and those of state and national associations.
- Communicate clear expectations to athletes, parents, and spectators of appropriate sportsmanship.



- Establish a relationship and act as a liaison with community associations.
- Schedule and coordinate special events during the school year impacting the athletic, student activity, and/or evening school programs.
- Develop a positive relationship with media representatives.
- Provide information for sport news releases.
- Plan sports award nights.
- Collaborate with the Advancement Team to promote the school athletics program through regular communication of highlights and upcoming events.

### **Required Skills and Experience**

- Bachelor's degree or equivalent.
- Knowledge of sports and the rules & regulations.
- Varsity coaching experience or higher
- Excellent oral and written communication skills.
- Well-organized and able to multitask.
- Self-motivated to build relationships for the future of the school.
- Proficient in computer skills and social media marketing.

FJA offers a warm and supportive working environment with competitive salary and benefits along with holiday breaks and 28 days of paid time off.

If you are interested in applying for this position, please email your resume, cover letter and references to [employment@frankelja.org](mailto:employment@frankelja.org). In the subject title, please write, "Director of Athletics and Activities."

*Frankel Jewish Academy is a non-profit private secondary academy. We are an equal opportunity employer and are committed to the belief that each individual is entitled to equal employment opportunity. Applicants will receive consideration for employment without regard to race, age, color, sex (including gender identity, sexual orientation or pregnancy), disability, religion, national origin or genetic information.*

To find out more about Frankel Jewish Academy, visit our website at [www.frankelja.org](http://www.frankelja.org).