



COVENANT  
CHRISTIAN ACADEMY

# Athletic Director

Upper School of Logic and Rhetoric (7th-12th grades)  
Physical Education Instructor (grades PK-8)

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Covenant Christian Academy is seeking a qualified Athletic Director to oversee our Middle and High School competitive athletic programs and teach our Grammar and Middle School Physical Education Classes. Candidates should hold a Bachelor's or Master's Degree in Education or other applicable field. Applicants should have a strong background in athletics and program development and should be able to relate well with middle and high school students, and their parents.

The Athletic Director's responsibilities include, but are not limited to, the following:

- Provide a clear vision for the Athletic Program and set goals for appropriate growth.
- Hire and Manage Coaches for CCA's 14 athletic teams
- Manage team supplies; including uniforms, equipment, medical kit supplies
- Schedule team practices and games and maintain the online sports schedule
- Schedule & Rent External Fields and Courts as necessary.
- Schedule referees/umpires and athletic trainers for home games
- Schedule transportation for CCA teams to games
- Manage seasonal sports registration
- Communicate well with coaches, parents and USLR staff regarding schedule, early release, injuries, etc.
- Represent CCA at league meetings with MBIL, IGC, NSBA, and NEPSAC.
- Manage end of season Sports Awards Banquet
- Manage the Athletic Budget
- Instruct Physical Education classes for Grammar School and Middle School Grades.

Qualifications of the successful candidate will include:

- Proven experience directing Athletic Programs in an Upper School setting with structure and a spirit of grace and community
- Ability to hire and maintain a strong coaching staff and provide guidance and support to them
- Willingness to take initiative in developing the athletic program to complement the schools Christian and classical foundation
- Readiness to collaborate with colleagues, specialists, parents, and the larger school community for the benefit of the students academic and athletic experience

Applicants must be willing to sign CCA's Statement of Faith and Core Values. All employees must maintain the highest Christian virtue and personal decorum, serving as a Christian role model and mentor both in and out of school, to students, parents, fellow faculty members and employees in judgment, dignity, respect, and Christian living.

**Contract runs:** July 2019 through June 2020

**Compensation:** Commensurate with experience

**Contact Person:** Andrea Bergstrom, Head of School

Interested candidates should submit a letter of interest, professional resume (showing no gaps in employment), Christian faith statement, and philosophy of Christian education summary.

Submit requested materials to:  
Andrea Bergstrom, Head of School  
[andrea.bergstrom@ccamail.org](mailto:andrea.bergstrom@ccamail.org)  
Covenant Christian Academy  
83 Pine Street, West Peabody, MA 01960

*Position will remain open until filled. Candidate interviews will be scheduled following review of requested material.  
Position may be filled at anytime through the search process once a desired candidate has been identified.*

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