

# Opportunity Profile



*Experience Eastern Christian in Action*

**OPPORTUNITY PROFILE**  
*for the position of*

**EASTERN CHRISTIAN SCHOOL  
ATHLETIC DIRECTOR**

[www.easternchristian.org](http://www.easternchristian.org)

# OUR SCHOOL



## Engaging. Nurturing. Transforming.

### EASTERN CHRISTIAN SCHOOL

For 122 years, Eastern Christian School has endeavored to transform the world in the service of God's kingdom! True to the school's motto of "Engaging...Nurturing...Transforming," generations of Eastern Christian graduates have led distinguished lives of service in virtually every field of human endeavor – world changing lives in the service of the King!

The school fields women's teams in nine sports and men's teams in eight. Eastern Christian is well-known for its emphasis on sportsmanship, winning numerous state and conference sportsmanship awards and being the only co-ed school in New Jersey without a single athletic disqualification for 20 years!

Eastern Christian School was named a New Jersey School of Character and was a finalist in the National School of Character Program in 2014. In addition, Eastern Christian High School has been ranked as one of the 50 Best Christian High Schools in America in 2014.

Ranked one of **50** Best Christian High Schools in America 

Eastern Christian School places great importance on nurturing the spirit of its students by way of daily devotions for students and faculty, weekly chapel services, numerous small group studies, and dozens of overseas and local mission trips and Christian service opportunities each year.

 **122** years **ENGAGING. NURTURING. TRANSFORMING.**

Eastern Christian School has a comprehensive and well-established athletic program with a history of excellence, including numerous state championships in multiple sports, dating back nearly a century.

more than **95%** of graduates typically pursue further study at a collegiate level 

# OUR COMMUNITY



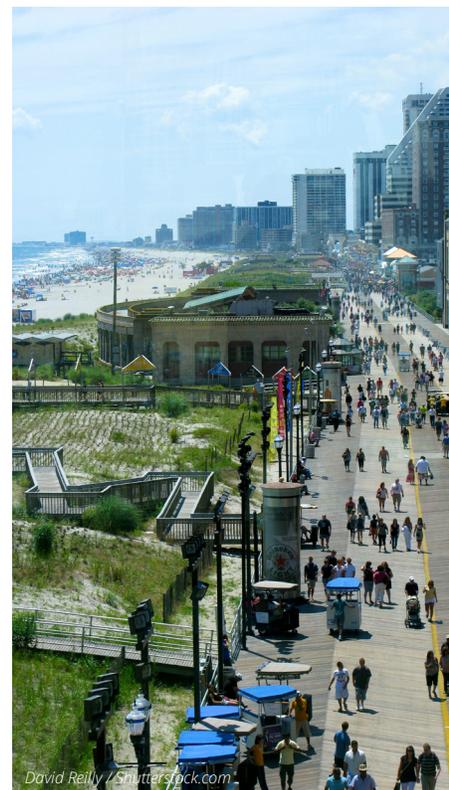
Eastern Christian School operates on three suburban campuses in beautiful Bergen and Passaic Counties, New Jersey, less than 25 miles west of New York City. The school's community combines the benefits of well established small towns with thousands of acres of open space and the excitement of living on the threshold of the world's most vibrant and exciting city with its plethora of cultural, artistic, and athletic attractions. Recreational opportunities abound year round, with proximity to New Jersey's hundreds of miles of white sand, Atlantic beaches in the summer and ski resorts within easy reach to the north and west in winter. Eastern Christian's location is ideal for travel throughout the northeast United States and around the world with easy access to Newark, LaGuardia and Kennedy airports, local and long-distance train service, and the interstate highway system.

The Eastern Christian School (EC) community represents a wonderfully diverse tapestry of racial, ethnic and worship traditions, befitting a Christian learning community located in one of the most diverse metropolitan areas in the world! Founded in the Reformed theological tradition, the school community now includes approximately 150 different congregations from more than a dozen theological traditions. The school community includes families from many ethnic backgrounds and more than one-third of the student body is made up of students of color.

 **150** churches

less than **25** miles west of New York City

 **1 in 3** students are of color



David Reilly / Shutterstock.com



# EASTERN CHRISTIAN SCHOOL

*Engaging ♥ Nurturing ♥ Transforming*

*ECSA Mission: By providing an excellent academic curriculum, offering a variety of extra-curricular activities, and assembling a caring, culturally diverse community, we, with support of parents and local churches, empower students from Christian families to develop their gifts within the context of a Reformed Christian worldview so that they can act as Christ's transforming agents in a global society.*

## Position Description

### Position Title

ECS Athletic Director

### Department

Administration

### Contract

The ECS Athletic Director shall be employed by way of a twelve month contract with an effective date of July 1 which shall state the agreed term, salary and other conditions of employment.

### Reports to

Director of Curriculum and Instruction

### Employment Agreement

It is understood and agreed that, in addition to his/her AD responsibilities, the Athletic Director shall be a member of an ECS campus faculty and, as such, shall perform the following primary duties during the school year.

- Perform all duties stated in the contract of employment signed yearly,
- Teach the equivalent of one (1) full block each semester (34%),
- Perform other administrative duties when called upon by the campus Principal.

### Overall Responsibility

To provide leadership and oversight of the interscholastic athletic program of ECS in accordance with the policies and procedures of the Eastern Christian School Association. The Athletic Director shall at all times promote a Christian perspective on athletics and communicate ECSA's philosophy of athletics to students, coaches, faculty, parents and the broader school community.

### Key Tasks & Responsibilities

Develop, oversee, and manage a coordinated K-12 athletic program including the development and organization of developmental programs.

Schedule all interscholastic events for Eastern Christian High School and Middle School and facility usage for all games and practices. Performance of this task shall be coordinated with the Eastern Christian High School and Middle School Principals and the Director of Operations.

- Maintain school calendar in coordination with ECHS and Association offices.
- Maintain relationships with public authorities including, but not limited to, North Haledon, Prospect Park, Wyckoff and Passaic County Parks Commission, in respect of shared use of facilities.
- Evaluate the condition of athletic facilities regularly and submit all requests for maintenance to the Director of Operations.

Hire officials for all athletic events and arrange for payment of agreed fees to officials.

Recruit staffing and support, including local police, for supervision at athletic events as needed.

Coordinate hiring of coaches for all teams in accordance with ECSA personnel policies and in coordination with ECHS and ECMS Principals.

- Plan and oversee professional development and mentoring of coaches.
- Observe performance of coaching staff regularly during the season and submit written evaluations of the coaching staff to the Director of Curriculum & Instruction within one month of the close of the season. Discuss evaluations with the coaches.

Monitor and certify eligibility of each athlete as to health and physical requirements and academic requirements in accordance with ECSA, NJISSA, and league requirements. Maintain all records required to certify eligibility including parent and athlete permission forms and records of participation.

# Position Description

## Key Tasks & Responsibilities (cont.)

In coordination with the ECSA Transportation Coordinator, arrange transportation of teams. Prepare and administer budget for ECS athletics.

Coordinate the purchase, maintenance, and inventory of all athletic equipment and uniforms.

Arrange representation of Eastern Christian School at meetings as required by the county, league and state.

Represent ECS in situations concerning athletes, coaches and officials.

- Develop avenues to public relations
- Respond to inquiries from media and colleges
- Complete recommendations and other forms for athletes

Attend as many athletic events as possible, especially home events.

Communicate with parents and athletic boosters.

In coordination with the Executive Director of the Foundation for Eastern Christian School, assist in Athletic Department fund raising.

Other duties consistent with the position of Athletic Director which may be required from time-to-time.

## Attributes, Skills and Duties

The Athletic Director must:

- possess strong leadership capabilities, as well as significant teaching and coaching experience
- possess a knowledge and understanding of athletics and coaching
- possess strong organizational skills
- possess ability to deal constructively with student athletes, coaches, parents, faculty, officials, counterparts at other schools and the broader community involved in ECHS athletics
- be a strong proponent of Christian education and ECSA's perspective on athletics
- understand and appreciate the high profile that interscholastic athletics affords to ECSA.

## Experience Requirements

### Professionally

- A bachelor's degree in education.
- Preference for an advanced degree in educational leadership or athletic administration.
- Significant experience as a varsity coach.
- Significant experience as a teacher.

### Spiritually

- Acceptance of ECSA's Statement of Faith
- A strong, clear, Christian testimony
- A mature, godly spirit

### Personally

- A lifestyle of Biblical integrity.
- A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others.
- The ability to listen and respond to counsel.
- A strong philosophical commitment to Christian education and the mission of Eastern Christian School.
- The Athletic Director shall subscribe to the Reformed doctrines as outlined and professed in the Heidelberg Catechism, Canons of Dordt and the Belgic Confession.



**EASTERN CHRISTIAN  
SCHOOL**

### ELEMENTARY SCHOOL

25 Baldin Drive,  
Midland Park, NJ 07432

Ph: 201.445.6150

### MIDDLE SCHOOL

518 Sicomac Avenue  
Wyckoff, NJ 07481

Ph: 201.891.3663

### HIGH SCHOOL

50 Oakwood Avenue  
North Haledon, NJ 07508

Ph: 973.427.0900

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**RECORD OF TEACHING AND ADMINISTRATIVE EXPERIENCE**

(List most recent first, and include practice teaching.)

| INSTITUTION | POSITION | SUBJECT or GRADE | DATES |
|-------------|----------|------------------|-------|
|             |          |                  |       |

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

| INSTITUTION | POSITION | SUBJECT or GRADE | DATES |
|-------------|----------|------------------|-------|
|             |          |                  |       |

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

| INSTITUTION | POSITION | SUBJECT or GRADE | DATES |
|-------------|----------|------------------|-------|
|             |          |                  |       |

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

| INSTITUTION | POSITION | SUBJECT or GRADE | DATES |
|-------------|----------|------------------|-------|
|             |          |                  |       |

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

**OTHER SIGNIFICANT EMPLOYMENT EXPERIENCES**

| INSTITUTION | POSITION | DESCRIPTION | DATES |
|-------------|----------|-------------|-------|
|             |          |             |       |
|             |          |             |       |
|             |          |             |       |
|             |          |             |       |
|             |          |             |       |

*Other Significant Employment Experiences continued on next page*

**OTHER SIGNIFICANT EMPLOYMENT EXPERIENCES (cont.)**

Memberships in professional organizations and offices held (refer to resumé if attached): \_\_\_\_\_

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Articles published or activities in professional educational organizations (refer to resumé if attached): \_\_\_\_\_

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**QUALIFICATIONS**

Certification(s) for teaching and administration:

| TYPE | STATE | DATE EXPIRES |
|------|-------|--------------|
|      |       |              |
|      |       |              |
|      |       |              |
|      |       |              |
|      |       |              |
|      |       |              |

List the professional journals which you read regularly: \_\_\_\_\_

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List other books you have read in the past year: \_\_\_\_\_

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List your hobbies and other out-of-school interests which you enjoy: \_\_\_\_\_

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## SPIRITUAL LIFE

Church membership: \_\_\_\_\_

Church offices or duties held:

| OFFICE | DATES | OFFICE | DATES |
|--------|-------|--------|-------|
|        |       |        |       |
|        |       |        |       |
|        |       |        |       |
|        |       |        |       |
|        |       |        |       |
|        |       |        |       |

Do you subscribe to the Eastern Christian Schools "Statement of Faith"?      YES       NO

"I hereby solemnly declare that I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice; and that I sincerely receive and adopt the Belgic Confession, the Heidelberg Catechism and the Canons of Dort as setting forth the system of truth taught in the Holy Scriptures."

\_\_\_\_\_  
Signature

Attach a statement of any significant exceptions or reservations.

## PHILOSOPHY OF CHRISTIAN EDUCATION

(Write your responses to these questions on a separate sheet and attach to the application.)

1. Eastern Christian is founded on the Reformed Perspective that faith and life are integrated. What are the implications of this statement for a Reformed Christian athletic program?
2. State the 10 most important characteristics of an excellent K-12 athletic program and explain the role of an Athletic Director in achieving those characteristics. Although they are all valuable number them from 1-10 with 1 being the most important.
3. A Biblical perspective on leadership, as demonstrated in the life of Jesus Christ, requires the leader to be a servant. How does that model apply to the role of an Athletic Director?
4. Describe the most significant gift or quality which you would bring to Eastern Christian as an Athletic Director.
5. What are the qualities and characteristics of an excellent Christian coach?

## REFERENCES

List below at least three people who will testify to your character and teaching.

| NAME | POSITION | ADDRESS | PHONE NUMBER |
|------|----------|---------|--------------|
|      |          |         |              |
|      |          |         |              |
|      |          |         |              |

## APPLICATION CHECKLIST

A complete application will include the following:

- "Application for Administrator" form.
- A letter of recommendation from your pastor.
- Transcripts (or copies thereof) of all college and university course work, and copies of teaching and administrative certificates.

Please feel free to append any pertinent information or material that you want to bring to the attention of the committee, such as a resume, personal biography, statement of faith or philosophy, pictures, etc.

EASTERN CHRISTIAN SCHOOL ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, OR NATIONAL ORIGIN.



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