



North Raleigh Christian Academy

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nrcaknights.com

NRCA ATHLETIC DEPARTMENT – PE Teacher

North Raleigh Christian Academy is a PreK-12th grade school of over 1500 students in Raleigh, NC. NRCA is accepting applications for a position within our Athletic Department to teach physical education classes (potentially K5-8th grades) and assist the athletic director for the 2024-2025 school year, starting July 1 (or sooner if schedule allows). This person would be responsible for helping assist in all areas within NRCA's athletic program and PE Department. Applicants must have strong organizational skills, proficient use of technology, and a desire to foster student growth in athletic skill and Christian sportsmanship across all grade levels. Candidates with a strong personal relationship with Jesus Christ and a passion for Christian education and athletics are encouraged to complete the NRCA staff application.

Accountability:

This position reports to NRCA's athletic director (AD) for accountability, direction, and needs assessment. This role is an 11-month position.

Qualifications:

- Must be a member in good standing of a Christian church, serve as a spiritual role model, and display a Christlike attitude when implementing school policies and procedures
- Must display a Christlike attitude when interacting with faculty, staff, parents, students, and others
- Must demonstrate a high level of trust
- Must demonstrate the ability to communicate well, both verbally and written
- Must be computer literate and proficient with electronic calendars, email, and Microsoft Office
- Must be able to organize and multi-task
- Must be organized, disciplined, and professional
- Must demonstrate cooperation in scheduling and planning to assure the goals and objectives of the school are being realized
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Responsibilities Include:

1. Assist in developing and facilitating all athletic programs/physical education at NRCA.
2. Be able to teach physical education/health to all grade levels (PreK through high school).
3. Coordinate the student athletic physicals, which is an electronic system, and work with coaches prior to tryouts to ensure student-athletes are eligible to try out for various athletic teams.
4. Coordinate the student-athlete eligibility list provided by the principals and inform athletes of their eligibility status.
5. Help schedule all athletic events for all levels of students and communicate with area athletic directors to confirm athletic events seven days prior to each event.

6. Help schedule all practices within the facilities available.
7. Assist NRCA's AD in preparing and managing all annual budgets for athletic programs.
8. Assist in maintaining NRCA's inventory of all athletic supplies, equipment, uniforms, etc., including ordering, maintenance, assignments, etc.
9. Schedule and secure all officials and security as needed for all home athletic events.
10. Coordinate all athletic schedules to include securing venues to facilitate athletic events.
11. Schedule transportation as needed for athletic practices and events according to school policies.
12. Assist in securing coaches and assistant coaches for teams as needed with the superintendent's approval and provide in-service training as appropriate.
13. Maintain records of student and team accomplishments.
14. Assist in developing, maintaining, and coordinating professional development for coaches by researching and attending training and clinics.
15. Provide information about athletic events for highlights and NRCA's social media.
16. Assist in conducting coaches' meetings, clinics, in-service training, observations, and evaluations.
17. Organize and guide youth sports programs and camps.
18. Assist in organizing and implementing invitational tournaments as scheduled.
19. Administer all athletic programs in accordance with policies and procedures adopted by NRCA's board of governors and superintendent.
20. Obtain and maintain a valid Commercial Driver's License.
21. Serve as a CPR/First Aid trainer and maintain certification.
22. Serve as a member of NRCA's Crisis Management Team.
23. Assist the superintendent in all duties necessary to further the school's mission.