

ATHLETIC DIRECTOR JOB DESCRIPTION

JOB SUMMARY

The primary focus of the Athletic Director's responsibilities is to manage, oversee, and coordinate all aspects of the school's athletic program with professionalism, mission-focused vision, and integrity. Under the direction of the Principal, the A.D. should provide timely implementation and communication of guidelines and policies, strategic guidance and direction, financial planning and budgeting expertise, and comprehensive communication on behalf of the athletic program in support of the school's mission.

STRATEGIC RESPONSIBILITIES

- Manage all aspects of the athletic department with integrity, professionalism, and intentional mission focus.
- Manage athletic budgeting and fundraising.
- Manage an administrative leadership team within the athletic department.
- Proactively communicate and respond on behalf of the school utilizing objective, professional, and mission-supported interpersonal skills.
- Ensure compliance with all school, division, and government regulations.
- Manage and uphold academic standards, sportsmanship, and respect for student-athletes and coaches.
- Manage each sport and coach equitably.
- Respectfully support the school's mission and policies in words and action.
- Routinely communicate with the Business Manager to create, evaluate, critique, and independently manage the athletic budgets and to ensure proper and careful tracking of revenue and expenses in compliance with all applicable policies and requirements in alignment with the Christ-centered mission of Saint John Paul II Catholic High School.
- Provide consistent, proactive, and strategic insight to Administration regarding the athletic program (staffing, communication, safety, facilities, vision, budget, and training)
- Partner with the Administration in the planning, implementation, and follow-up of fundraising campaigns
- Build community and media relations for SJPII Athletics.

ADMINISTRATIVE OVERSIGHT

- Athletic budget and all athletic-related finances and fundraising
- Athletic handbook(s) management and proactive communication
- Manages insurance coverage for the athletic program; ensures that claims are filed accurately and promptly.
- Organizes required medical examinations for students and staff.
- Game officials scheduling, hosting, and accountability.
- Facility reservation management
- Facility maintenance management
- Social Media presence and promotion for sports, coaches, and athletes
- Coaches professional development, mentoring, and discipleship program
- A proactive cycle of continuous maintenance and improvement of SJPII athletic programming and facilities
- Athlete academic and behavior oversight and management in partnership with Administration and school policies
- Athletic-related vendor vetting and implementation with administrative approval

- Inventory of all athletic equipment and uniforms
- Athletic equipment storage
- Evaluation of all athletic facilities and equipment on an annual basis with recommendations to the Administration regarding maintenance, capital improvements, and purchasing
- Game administrator scheduling, management, and timely communication
- Personnel for all games (officials, scorekeepers, announcers, security, etc.)
- Practice schedules and locations communication promptly and management of conflicts as necessary
- Strategic opportunities for programs/camps
- Management for all programs/camps
- Seasonal sports pictures for all sports
- Gym/field set up and breakdown assignments and management for all athletic events
- Transportation of student-athletes for sporting events with volunteer drivers
- Bus scheduling and transportation; manage the reservation process for all school-related and external events
- Strength & Conditioning and Wellness academic program management and liaison
- Coordinates with local media to ensure coverage of athletic events and recognition of athletes and coaches.

PERSONNEL MANAGEMENT

- Delegate and manage proactively and appropriately so that the Athletic Director can fully fulfill administrative responsibilities and program vision and development.
- Ensure that all athletic positions have a clear job description communicated in advance and formally evaluated by these standards annually and as needed.
- Create and conduct a comprehensive evaluation process for all coaches with timely analysis and feedback to promote ministry and professional growth and development.
- Oversee, in collaboration with the Administration, the hiring and firing of all coaches according to SJPII's mission and expected standards of conduct, performance, and compliance.
- Identify and provide needed, adequate, and consistent training for coaches - professional development should focus on promoting professionalism, integrity, mission focus, as well as knowledge and expertise of their specific sport(s)
- Manage staff and coaches to respectfully perform tasks according to the school's mission and policies.

MINIMUM QUALIFICATIONS

- A desire to join a Christ-centered education community in ministry as a transformational leader
- Bachelor's degree in physical education required; Master's degree in athletic Administration or equivalent training and experience preferred
- 2+ years working in education as an administrator or educator or 4+ years working in a field related to the position's job responsibilities
- Excellent management skills
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills
- Computer proficiency: database, word processing, etc.
- Ability to long-range plan and manage the daily details of implementation

- Budget management experience; fundraising experience preferred

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to traverse various athletic grounds and facilities.