



Job Title: Director of Athletics

Contract Period: 12 months

Reports to: Head of School

Status: Full-Time, Exempt

Position Purpose and Summary:

The Director of Athletics (AD) provides overall leadership, administration, and supervision of Monte Cassino School's athletic program. Reporting to the Head of School, the Director of Athletics ensures that athletics serve as a mission-driven extension of the School's educational program, supporting the formation of the whole child: mind, body, and spirit.

Rooted in Monte Cassino School's Catholic identity and Benedictine values, the athletic program emphasizes broad participation, developmental readiness, dignity, and personal growth while fostering healthy competition and sportsmanship. The Director of Athletics is expected to lead with professionalism, integrity, and respect, consistent with the values and teachings of the Roman Catholic Church, and to contribute positively to a faith-centered educational community.

In this role, the Director of Athletics provides strategic vision and operational oversight of all athletic programs, supervises and develops coaches, ensures safe, well-run athletic operations, and upholds policies and practices that protect students' dignity, well-being, and growth. As a visible leader and ambassador, the Director of Athletics represents Monte Cassino School within the broader independent school and athletic communities, advancing an athletic culture that supports student development, community life, and the School's mission.

Essential Functions and Responsibilities

Mission and Program Leadership

- Provide visionary leadership for a developmentally appropriate, inclusive athletic program serving Grades 1–8.
- Ensure that all athletic programs align with Monte Cassino School's Catholic identity, Benedictine core values, and educational mission.
- Articulate and uphold a philosophy that prioritizes participation, growth, confidence, and character formation alongside competitive excellence.
- Serve as a visible representative of Monte Cassino School at athletic events and in the broader community.
- Uphold and commit to the teachings of the Catholic Church.

Coaching Leadership and Professional Development

- Recruit, hire, supervise, evaluate, and retain coaches who understand their role as educators first.
- Establish clear expectations for coaching conduct, communication, and professional standards.
- Design and lead ongoing professional development for coaches, including:
 - Developmentally appropriate instruction
 - Team placement and roster management aligned with student readiness
 - Sportsmanship and character formation
 - Health, safety, and risk management
- Build systems of accountability that ensure consistency across teams and seasons.
- When appropriate, serve as a head coach for one sport to remain actively engaged in coaching culture.

Student-Athlete Experience and Formation

- Ensure athletic environments promote:
 - Effort, growth, and joy in participation
 - Respect for teammates, opponents, and officials
 - Balance among academics, athletics, faith, and family life
- Collaborate with educators, counselors, administrators, and families to support student-athletes academically, behaviorally, and socially.
- Address student-athlete discipline related to athletics in a manner that emphasizes growth, accountability, and restoration.

Team Placement and Participation Oversight

- Design, implement, and oversee developmentally aligned team placement processes that prioritize student growth, safety, and confidence.
- Ensure that:
 - Athletic opportunities are structured to support broad participation
 - Team groupings reflect developmental readiness rather than exclusionary sorting
 - Multiple teams, expanded rosters, or developmental groupings are used when participation numbers allow
- Communicate placement philosophy clearly and consistently to families.

Operations, Scheduling, and Facilities Management

- Oversee all athletic operations, including:
 - Practice and game scheduling
 - League affiliation, compliance, and communication
 - Facility use, maintenance coordination, and rental oversight
 - Management of athletic calendars and information systems
- Supervise on-site athletic activities to ensure appropriate coverage and safety.
- Coordinate with visiting teams, leagues, and community partners using Monte Cassino facilities.
- Maintain accurate and confidential records, including:
 - Student eligibility
 - Physical examinations and medical clearances
 - Health and safety documentation
 - Liability and consent forms

Health, Safety, and Risk Management

- Ensure compliance with best practices related to:
 - Injury prevention and concussion protocols
 - Emergency preparedness
 - Weather and environmental safety
- Partner with school leadership to review and update athletic safety policies regularly.

Financial Management and Reporting

- Provide oversight of the Athletic Department budget.
- Monitor expenditures, facilities costs, and program sustainability.
- Prepare regular reports for:
 - School leadership, Board committees, and Board of Directors, as requested
- Contribute to long-range planning related to athletics, facilities, and program growth.

Collaboration and School Leadership

- Serve as a member of the School's administrative leadership team.
- Participate in leadership meetings, strategic planning, and committee work as assigned.
- Collaborate with Advancement, Admissions, and Communications to support:
 - Enrollment and retention efforts
 - Community engagement
 - Positive visibility of Monte Cassino athletics
- Oversee athletic communications, including calendars, newsletters, and social media, in alignment with School standards.

Professional Competencies

- Mission-driven leadership
- Strong organizational and management skills
- Effective communication and relationship-building
- Sound judgment and problem-solving ability
- Commitment to student safety and well-being
- Ability to lead, evaluate, and support adults
- Initiative, reliability, and professional integrity
- Openness to reflection, growth, and innovation

Required Qualifications

Education

- Bachelor's degree in Sports Management, Physical Education, Education, or a related field

Experience and Skills

- Experience in coaching, teaching, or athletic administration in a school setting
- Experience as a student-athlete preferred
- Demonstrated ability to manage programs and supervise adults
- Strong organizational and detail-oriented skills
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Ability to manage athletic communications, including calendars, newsletters, and social media
- Demonstrated alignment with Monte Cassino School's Catholic Benedictine mission

Physical requirements

- Works at a desk and on a computer for periods of time; must be able to operate office equipment
- Works in a potentially high-stress environment, dealing with a wide variety of challenges and deadlines
- Must have the physical energy and stamina to move about campus throughout the day, including climbing staircases; may work long hours
- Be able to occasionally lift, push, or pull up to 50 pounds
- Works intermittently in a variety of weather conditions, including the possibility of extreme heat and cold

Application Process

Interested candidates should submit a cover letter and résumé to: Chris Burke at cburke@montecassino.org