

Job Description: Junior High Athletic Director (OLV)

The Athletic Director (AD) fulfills the mission of the Catholic school by coordinating the development of a JH athletic program that promotes student health, athletic skill, and safety, while cultivating a culture of faith, sportsmanship, and personal integrity. The AD leads and administers the junior high athletic program, serving as a liaison between the Diocese/league, coaches, and parents. AD must be willing to coach at least 2 sports.

About us: OLV is the largest school in the diocese and offers a wide range of sports. We consistently compete at the highest of levels with surrounding teams. Championship level expectations have been the standard historically at OLV. Our athletic motto continues to be "Champions for Christ."

Reports To: Principal - Please email directly if you are genuinely interested in this position.

principal@ourladyvictory.org

Start Date: Flexible

Days - 187 Day Contract (Potential Summer Camp Stipends)

Salary: Commensurate with Experience - Stipend Eligible Also

Benefits: Eligible for Full-time Employees - Part-time consideration also available.

Fully Paid Insurance and Child Tuition Scholarships available for F/T

Essential Duties and Responsibilities

- Faith Formation & Mission Alignment:
 - Foster a strong Catholic culture within the athletic program, ensuring coaches model Gospel values.
 - Work with school administration to integrate prayer, faith formation, and service into sports programming.
 - Ensure all athletes and coaches understand and uphold the school's mission, values, and the "Champions for Christ" approach.
- Coaching, Teaching, Staff Development & Supervision:
 - Recruit, interview, hire, and evaluate coaches for all junior high sports.
 - Conduct pre/post season meetings with coaches and parents to set expectations for conduct and safety.

- Ensure all coaches are in compliance with Diocesan Safe Environment training, background checks, and certifications.
- Be willing to teach and assist administration as needed.
- Administrative & Operational Management:
 - Manage the athletic budget, including fundraising, purchasing uniforms, and maintaining equipment.
 - Coordinate, schedule, and communicate all practices, games, and tournament schedules.
 - Oversee home game management, including securing officials, gate personnel, and site supervision.
 - Maintain accurate records of student participation, physicals, and academic eligibility.
- Communication & Safety:
 - Act as the primary liaison between the school and the Diocesan League
 - Communicate regularly with parents regarding schedules, safety procedures, and conduct.
 - Ensure all facilities and equipment are safe, organized, and properly maintained.
 - Handle all student-athlete injuries and emergency protocols policy.

Qualifications & Work Conditions:

- Education: Bachelor's degree in Sports Management, PE, or a related field.
- Faith: Willing to support the teachings of the Catholic Church.
- 3+ Experience: Previous experience in coaching, teaching, or athletic administration, preferably in a school setting.
- Skills: Strong leadership, organizational, and communication skills.
- Certification: Texas Teaching Certification Preferred
- Work is performed indoors (gym) and outdoors (fields).
- Must be able to stand for long periods, walk, and lift sports equipment 30lbs +
- Flexible schedule required, including regular evenings and weekends for games and tournaments.