

Athletic Director

Qualifications

Masters Degree or higher

Minimum of five years of teaching/coaching experience. Successful administrative experience preferred.

Demonstrates the ability to enthusiastically develop, organize and implement programs. Reports to Head of School and Principal and supervises all athletic programs. The position requires positive leadership, management, organization, strong collaborative and teambuilding, and solid verbal and written communication skills.

Essential Duties and Responsibilities

- initiates the recruitment and selection of coaches and makes employment recommendations to the administrative team
- supervises and evaluates all coaches, schedules district, regional and state athletic contests, issues contracts for the contests and maintains the proper and necessary records
- ensures officials are scheduled and contracts are issued and pays officials following contests
- arranges transportation with transportation coordinator for all away contests
- Supervises the preparation, verifies and distributes all athletic eligibility lists
- Supervises athletic contests and acts as the host to officials and visiting schools. Oversees the supervision of employees and volunteers who work the athletic contest. Arranges for personnel to supervise contests as needed
- Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the principal and Director of Finance. Orders all equipment and maintains a current inventory of all athletic equipment
- Advises and ensures all coaches conform with Board, TAPPS, league policies and regulations and with state and federal laws. Attends league district and state meetings. Ensures all coaches have successfully completed required athletic and school inservice programs.
- Coordinates with coaches scheduling of games and practices
- Supervises and is responsible for preparation for home contests
- Determines time allocation for field, court and weight room
- Provides leadership for and serves as liaison to athletic booster groups and coordinates, with the coaches, the support group for specific athletic programs
- Mediates any disputes between athletes and coaches or between coaches
- Other duties as assigned by the Administration of the school.

Please send a letter of interest and resume to Diane Larsen, Principal larsend@stpiousx.org