



Job Profile

Job Title:	Athletic Director
Department:	Athletics
Reports to:	Assistant Principal
Date:	5/2/22

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Athletic Director at St. Francis Catholic High School is responsible for the management and oversight of the school's athletics program, adhering to the school's primary objectives, mission statement, and athletic philosophy. The Athletic Director provides leadership in the development, organization, implementation, and evaluation of all athletic programs, with the goal of helping student-athletes reach their highest potential by providing a comprehensive, fair, and equitable athletic program for the school community in a caring and supportive environment.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Athletic Department Management

- Recruit and manage the hiring process for all Athletic Department staff, including Assistant Athletic Directors, other staff positions, and coaches. Comply with legal, diocesan, and school protocol when hiring both staff positions and volunteer positions.
- Directly supervise all Athletics staff positions and Varsity Head coaches. Carry out supervisory responsibilities in accordance with the school and diocesan policies and applicable laws. Responsibilities include hiring and training employees and appropriate volunteer coaches; planning, assigning and directing work; appraising performance; rewarding and disciplining employees and volunteer coaches; addressing complaints and resolving problems.
- Ensure all coaches and Athletic Department staff are trained in St. Francis High School Athletic Department protocol and team parent/liaison obligations. Plan and lead preseason meetings with all coaches to set season goals, discuss athletic and St. Francis policies, oversee compliance with all mandatory trainings, and ensure understanding of school and athletic philosophy.
- Work collaboratively with HR and Finance to ensure compliance with all applicable federal and state laws, and diocesan and school regulations.


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- Promote professional development of athletic program staff as per school policy and ability.
- Ensure compliance with all applicable CIF, Sac-Joaquin Section, and Delta League rules.
- Assure that all athletes are academically and behaviorally eligible at each official grading period.
- Work collaboratively with Registrar to ensure accuracy in team rosters for class credit purposes.
- Assure the implementation of the Student-Athlete Protection Plan (SAPP)
- Serve as staff monitor of the Student-Athlete Advisory Committee (SAAC)
- Work collaboratively with coaches, Counseling Department, parents, and student-athletes on collegiate pursuits and scholarship opportunities.

Athletic Events Schedule and Management

- Assist coaches in making athletic schedules and present them to administration for approval and publication on the master calendar.
- Ensure the scheduling of event officials and staff in collaboration with the coaches.
- Approve transportation requests and arrange outside public transportation when needed. Ensure all transportation is in compliance with school contract requirements.
- Coordinate and oversee all athletic banquets, including awards.
- Oversee all aspects of spectator management.
- Arrange appropriate security services when needed at home contests.
- Arrange and coordinate the announcement of student-athlete recognition for university/college scholarship announcements.

Facilities and Equipment Management

- Oversee proper equipment and uniform distribution, use, collection, maintenance and storage.
- Ensure all off-campus field and facility reservations for team practice and play are secured in a timely manner.
- Communicate all athletic building, grounds, and maintenance needs to the Facilities Operations Manager.

Coaches, Students and Parents

- Monitor and certify student eligibility: academic, medical clearance, parental consent, transfer rules, amateur status and personal conduct.
- Adopt local, state and national programs to encourage good sportsmanship.
- Responsible for ensuring accurate, updated Coach and Student/Parent Athletic Handbooks annually.
- Comply with legal policies at the local, state and national level.
- Identify safety hazards and risk management concerns and report them to the Assistant Principal or Facilities Operations Manager.
- Foster and support an inclusive educational environment.


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- Handle all student-athlete/parent/coach conflicts in a pastoral and caring manner. Host conflict resolution meetings, and communicate challenging situations with administrative team.

Athletic Program Communications

- Represent the school at all athletic-related events at league, section, state, and national meetings, and throughout the greater community.
- Responsible for effective and timely communication with students, parents, coaches, teachers, administrators related to all Athletic Department issues.
- Develop and provide outreach opportunities that will result in increased interest in attending St. Francis High School's athletic competitions recognizing compliance with CIF guidelines.

Booster Club

- Attend all Booster Club meetings and events.
- Assist Booster Club Board with growth, recruitment, budget, events, and keep the Advancement Department updated when appropriate. Coordinate all internal logistics for their events in coordination with the Advancement Department.
- Support all efforts of Booster Club and event volunteers to ensure a successful and positive working experience with St. Francis High School.

Athletic Department Budget

- Develop, submit and supervise the athletic program budget, with a continual focus on responsible stewardship of school funds.
- Coordinate fundraising needs and activities with the Advancement Department.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

- Bachelor's Degree in Physical Education, Sciences, Recreation, or field related to Athletic Administration from an accredited four year college or university.
- Master's Degree in Athletic Administration preferred.

Job experience:

- A minimum of five years of experience in athletics/coaching at the high school or collegiate level.
- Experience in scheduling, budgeting, policy development, fundraising, event management, human resources, and community relations is strongly recommended.

Technical/Functional skills:

- Ability to communicate effectively with all constituencies.
- Effective in conflict management, effectively addressing the concerns of both parents and coaches.



- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.
- Public relations and marketing experience.
- Ability to articulate and enforce school policy.
- An understanding of information literacy and data management.
- A proven ability to work and collaborate with other departments.
- Problem solver.
- Innovative and creative thinker.
- Must be willing to attend weekend and evening events.

Other Requirements:

Other duties may be required as needed.