

Garces Memorial High School Job Description

Job Title: Athletic Director
Reports to: Principal
Oversight: Program Heads, Head coaches, Assistant coaches , Volunteers Coaches, Parent Volunteers, Athletic booster Club
FLSA: Exempt
Salary: . \$65,000-\$100,000: Commensurate with experience and education.

GENERAL SUMMARY: The Athletic Director (AD) serves on the Garces Memorial High School Administrative team. The AD is responsible for leading all aspects of the athletics program by providing guidance to our school community while representing the school's mission.

RESPONSIBILITIES/DUTIES ESSENTIAL JOB FUNCTIONS:

General Teamwork

- Supports and upholds the philosophy of Catholic education and mission of the school.
- Possesses knowledge of Diocesan policies and regulations relating to areas of athletic responsibilities
- Demonstrates and models leadership, sportsmanship, and citizenship in all aspects of working with students and the school community.
- Assists the Principal with tasks as needed and directed to help serve families, faculty/staff, and students with excellence
- Provide helpful observations to improve Garces Memorial High School's service to its families, faculty/staff, and to support co-curricular programs with excellence Strategic

Planning and Program Development

- Foster the development of athletes and an athletic culture in sports that will be offered in grades 9-12
- Create, execute, and revise strategic plans, including personnel, equipment, facilities, and funding projections and acquisitions for the development of athletic programs.
- Take the lead fundraising events and opportunities that solely benefit the 9-12 athletic programs. (Booster Cub)
- Design and execute plans for implementation of an excellent high school athletics program as members of the CIF Central Section and partnership with local high schools.
- Makes recommendations regarding finances to the Principal and President.
- Makes recommendations regarding athletic policies, hiring and assigning coaching personnel, facilities, and related issues to the Principal and President.

Scheduling

- Coordinate scheduling of all practices, contests, and program meetings.
- Coordinate the calendar for usage of gyms, fields, and off-site facilities for practices, games, athletic activities, and performances.
- Coordinate all officiating requirements
- Arrange and schedule a certified athletic trainer to be at all required home events.

- Coordinate transportation for away athletic competitions.
- Schedule employee supervision of all practices, contests, performances, and activities.
- Keep the Principal and President informed of all scheduling that requires special outside school groups.
- Ensures appropriate and fair facility use and works with the Dean of Student Services and Discipline to coordinate athletic events for calendar accuracy.
- Communicates with the custodians and maintenance personnel in coordinating maintenance programs for athletic facilities and grounds as it relates to practices and contests.

Personnel Selection and Supervision

- Direct and supervise all coaches, volunteers, and sponsors of club teams, and other athletic school programs.
- Interview and select head coaches using a hiring committee.
- Develop, supervise, and evaluate all coaches based upon their fidelity, competence, leadership, and excellence in fulfilling the mission of GMHS.
- Ensure that all programs are following league and CIF regulations
- Organize and conduct mandatory coaches meetings
- Conduct formal evaluations with all head coaches within 45 days of season completion
- Ensure head coaches submit evaluations of all their assistant and volunteer coaches.
- Ensure all coaches have completed all requirements of the hiring process before supervising students.

Finances

- Prepare and administer the athletic budget in coordination with the Principal of GMHS for evaluation by the GMHS President.
- Work with the Principal/President, Boosters Club, and advancement office to secure funds for improvement and expansion of programs, facilities and equipment.
- Oversee and establish protocols for team fundraising and participation cost.
- Plan and direct additional sources of revenue for athletic projects as approved by the GMHS Principal/President.

Operational

- Oversee appearance, maintenance and safety of athletic facilities in coordination with Facilities Supervisor of the GMHS campus.
- Coordinate game day set-up and tear down of facilities
- Coordinate with Boosters the ordering, set up, and serving for all concession stands.
- Coordinate the selling of admissions “tickets” to home games.
- Ensure a safe learning/competing environment of gym, fields, and equipment.
- Schedule employee supervision of all practices, contests, performances, and athletic activities.
- Organize and maintain the inventory of all athletic equipment and storage areas.
- Order necessary equipment for all sports based on budget or fundraising resources.
- Review and submit purchase orders/check requests to the Principal/President for authorization by coaches, volunteers, and sponsors.
- Ensure all athletic facilities are in good working condition, clean, and ready for competition at all times.

- Coordinate with the athletic trainer, first aid kits and supplies.

Conference/CIF

- Attend league, conference, and state meetings
- Update the athletic website pages and social media with accurate and proper content.
- Keep administration and faculty/staff informed of student involvement through rosters and departure times for games.
- Work in conjunction with the Dean and Principal to enforce academic and behavioral eligibility.
- Provide information for all school publications.

Banquets ad Boosters

- Schedule and provide insight for all athletic banquets.
- Partner with Boosters and other parent groups to enhance programs.
- Attend all and be an active participant at Booster meetings.
- Communicate the needs of the athletic department at Booster meetings and guide them on athletic dealings.

Physical Demands and Working Environment

- Environment: Work is performed primarily in a standard office and/or gymnasium/field setting
- Physical: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, lift, carry, push, pull, stoop, kneel, crouch, see, hear, and use their hands for fine and gross motor functions.

Qualifications

- Must hold a BA/BS degree
- Master's degree is strongly recommended
- Outstanding interpersonal skills with a strong customer service focus(internal and external)
- Strong written and oral communication skills with an ability to effectively communicate with all stakeholders of the school.
- High-energy, self-starter with ability to successfully prioritize and multitask in an atmosphere in which time sensitive deadlines are the norm, as are interruptions.
- Available to work evenings and weekends when necessary
- 3-5 years of administrative experience recommended.
- 3-5 years of athletic leadership recommended(Coaching, Athletic Director, Asst. AD)

How to Apply:

Please send a cover letter, resume, and references to the Principal of Garces Memorial High School. (nleon@garces.org)