

JOB DESCRIPTION

TITLE: ATHLETIC DIRECTOR

CLASSIFICATION SUMMARY:

Under the general direction of the Principal, the Athletic Director provides leadership, collaboration, and coordination for the athletic program and all related activities. He/She must be able to develop and implement a strategic, mission-driven vision; advise and ensure that all coaches are in compliance with league, Archdiocesan and state policies, and administrative procedures. He/She will cultivate an athletic culture which supports and compliments both academic excellence and faithful witness to the gospel message. He/She is responsible for overall management of the Athletic Department and supervises coaches, the work of and assigns responsibilities to the Athletic Trainer and the Associate Athletic Director.

SUPERVISORY RELATIONSHIPS:

Reports directly to the Principal. Works collaboratively with the school's Administrative and Leadership Teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

Develop and Supervise the Coaching Staff:

- Develop and support coaches in creating programs that intentionally and effectively develop student athletes in the areas of hard work, persistence, resilience, and personal sacrifice for the greater good
- Work with the Director of Campus Ministry and Formation to provide faith formation and mission orientation for all coaches
- Mentor and assist coaches in their professional development
- Conduct search, interviews and reference checks for head coach openings
- In conjunction with the Principal, and other school representatives, select coaches who support and will represent the mission and values of Marist
- Support head coaches in their search and hiring of assistant coaches; perform reference checks
- Work with the Admin Asst and IT Admin/Facility Manager to provide keys, card fobs and security codes for new coaches
- Ensure all coaches are in compliance with OSAA and Archdiocesan trainings
- Evaluate all coaches in all aspects of their job descriptions, including upholding school mission and values
- Observe coaches in action to make future recommendations for continuous improvement
- Obtain student athlete input regarding teams/coaches through perception surveys

Administrative Duties:

- Meet regularly with the Principal for the purpose of communication and coordination of the athletic program

- Annually evaluate and seek ways to improve the entire athletic program, particularly each program's role and effectiveness in advancing the school's mission and the development of the whole student—mind, body, and soul
- Complete other tasks as assigned by the Principal or President
- Keep the coaching staff well informed throughout the year
- Schedule, coordinate and communicate practice and game schedules
- Schedule and arrange lodging and meals as needed for away contests
- Work with student activities department to plan assemblies involving athletics
- Work with the Athletic Trainer to establish procedures for the management, safe operation of the training room, and emergency protocols
- Confer regularly with coaches and publish guidelines for policies and procedures consistent with school policies in the Coaches' Handbook and the Parent/Student Athlete Handbook annually
- Administer and enforce eligibility rules for student participation in athletics with regard to medical clearance, academic eligibility (at the end of each grading period) and compliance with school code of conduct
- Monitor the academic progress of athletes who may be struggling in the classroom
- Complete OSAA and conference forms required for each team
- Ensure the safety of all athletes and that medical and insurance forms are properly completed enforce policies and procedures of Marist, the Conference, and the OSAA

Facilities Management:

- Process Facility Request Forms
- Rent practice facilities from outside agencies when needed
- Schedule use of gymnasium and athletic fields for all athletic and non-athletic events
- Complete and assist with regular inspection, maintenance and repair of all athletic facilities and equipment
- Make recommendations for athletic facilities changes and improvements

Event Management:

- Hire officials for all home contests
- Work with staff and parent volunteers to obtain necessary game personnel (i.e. ticket takers, security, scorers, announcer, parking, concessions stand operators, etc.)
- Arrange for setup and cleanup supervision for all home contests
- Coordinate administrative supervision schedule
- Attend all home athletic contests and/or arrange for proper supervision according to league SOPs
- Produce and distribute team rosters for our team and the opponent at home contests
- Manage changes to the schedule due to inclement weather or other hazardous conditions
- Coordinate medical coverage at home contests, if the athletic trainer is not available (i.e. illness, planned absence, etc.)
- Complete the accounting for gate receipts and tracking of parent volunteer hours (when applicable)
- Act as a tournament manager in accordance with OSAA policy for all conference and tournament playoff activities assigned to the school

Financial Responsibilities:

- Manage the income and expenses for all athletic department budgets
- Work with the Principal, Director of Finance, and head coaches to develop the annual budget

- Involved with all fundraising efforts for the athletic department
- Review purchase order requests made by coaches and submit approved requests to the business office
- Develop and maintain a strategic plan for equipment & uniform purchase and maintenance, including consistent uniform purchase rotation

Coordination of Transportation:

- Schedule and arrange chartered transportation for athletic contests and non-athletic events
- Coordinate scheduling of all usage of the Marist activity school busses
- Help coaches and staff set up opportunities to become certified to drive the Type 20 activity vehicles (yellow activity busses)
- Communicate student dismissal and transportation departure times on the weekly basis to the attendance office

Publicity and Public Relations:

- Mediate and respond to parent/guardian concerns related to the athletic program
- Maintain good relationships with other schools' athletic departments
- Assist coaches with planning and publicizing athletic summer camps
- Ensure all pages of the athletic website are current and up to date
- Coordinate articles involving athletics for school media including website, newsletter, and magazine
- Maintain relationships and provide information to local media outlets in the Eugene area

Tracking and Recognition of Awards and Records:

- Coordinate the production and distribution of all letters and awards for all teams
- Ensure appropriate recognition for student athletes
- Verify students' qualifications for athletic awards
- Produce awards for all teams
- Maintain permanent records including wins, losses, accomplishments and letter winners of all athletic teams
- Assist coaches with team awards banquets
- Organize and coordinate fall, winter and spring Athletic Awards Nights and ceremonies
- With the help of the Associate Athletic Director, Athletic Trainer and Main Office Staff, maintain a permanent file of medical examinations, insurance forms, records, parent consent forms, emergency treatment forms, etc. for each participating athlete

Attend and Lead Meetings:

- Conduct regular athletic department meetings for athletic staff, head coaches, and parents/guardians
- Attend all appropriate Conference and OSAA meetings
- Attend weekly Leadership Team meeting and school staff meetings
- Maintain professional relationships with key stakeholders including OSAA officials, athletic directors, coaching staff, Adidas Team Representative and other vendors

PHYSICAL REQUIREMENTS

Able to enthusiastically work many hours outside the normal workday including regular activities in the evenings, on weekends and at times, during winter, spring and summer breaks.

The work environment is on the campus of a school. The job involves but is not limited to:

- Frequent standing, walking, sitting, some climbing, kneeling and bending

- Some limited lifting is required to move equipment generally weighing less than 40 pounds, but occasionally heavier objects weighing in excess of 100 pounds need to be moved
- Regular setup and take down of events throughout campus
- Frequently move throughout the campus daily, in order to evaluate personnel and to observe coaches and student-athletes in an extra-curricular environment
- Ability to drive a personal vehicle to attend away contests and meetings
- Ability to transport students in the activity bus

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position requires participation in evening and weekend events.

- Minimum of five years of successful high school teaching and high school head coaching experience
- Proven ability to build strong relationships with students, parents/guardians, coaches, and administration
- Ability to model and uphold the Marist Catholic High School Mission and Catholic values
- Bachelor’s degree preferably in Sports Management or similar field
- Valid teaching license, required and Master’s degree, preferred
- Valid administrative license, preferred
- Spanish speaking, preferred

EMPLOYEE STATEMENT

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position, with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the Principal regarding the requested accommodation(s).

Employee Name (Print)

Employee Signature

Date