

NOTRE DAME JR / SR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE: Athletic Director

DEPARTMENT: Athletics

Exempt: No
Employee Name:

Supervisor: Principal

SUMMARY:

Notre Dame Jr/Sr High School is a co-educational Catholic high school dedicated to developing well-rounded young men and women. We offer a rigorous academic program rooted in the Catholic faith, fostering spiritual growth, intellectual curiosity, and a commitment to service. Our interscholastic athletics program is an integral part of the school experience, promoting sportsmanship, teamwork, and personal development. The Athletic Director is responsible for the overall management, development, and success of all interscholastic sports, ensuring a Christ-centered and competitive environment that aligns with the school's mission and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement a strategic vision for the athletics program, aligned with the school's mission and educational goals.
- Foster a positive and inclusive athletic culture that emphasizes sportsmanship, teamwork, ethical conduct, and respect for all participants.
- Serve as a role model for coaches, athletes, and parents, upholding Catholic values and principles.
- Oversee all aspects of interscholastic athletics, including budgeting, scheduling, transportation, equipment management, and facilities maintenance.
- Ensure compliance with all athletic association rules and regulations.
- Develop and implement policies and procedures for athlete eligibility, participation, and sportsmanship.
- Supervise and mentor coaches, providing professional development opportunities.
- Manage game operations, including scheduling officials, securing game sites, and coordinating concessions and volunteers.
- Oversee athletic training and sports medicine services.
- Maintain clear and consistent communication with coaches, athletes, parents, school administration, and the broader community.

- Cultivate strong relationships with athletic leagues, officials, and other schools.
- Promote and market the athletics program through various channels.
- Manage fundraising initiatives to support the athletics program.
- Integrate Catholic teachings and values into the athletics program, fostering spiritual development alongside athletic achievement.
- Coordinate with school chaplains/campus ministers to offer spiritual guidance and support for student athletes.
- Other duties as assigned by the principal.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Education, Sports Administration, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in a leadership role within interscholastic athletics.
- Proven track record of success in managing and developing athletic programs.
- Strong understanding of athletic association rules, regulations, and risk management practices.
- Excellent communication, collaboration, and interpersonal skills.
- Ability to effectively manage budgets, resources, and personnel.
- Strong organizational and problem-solving skills.
- Commitment to Catholic values and the ability to integrate them into the athletic program.
- Passion for athletics and a desire to positively impact the lives of student-athletes.

APPROVED: _____
Employee Date

Supervisor Date