

Bishop Fenwick High School Athletic Director Position Description

Classification: Full-time, year-round professional position.

Reports to: Principal

Supervises: Athletic Secretary; Head Coaches and Assistant Coaches

Position Statement: The Athletic Director provides administrative direction and oversight for all athletics staff, programs, facilities and activities. The AD is responsible for ensuring compliance with all athletics regulations, administering departmental funds and accounts in a fiscally responsible manner and sustaining a culture of sportsmanship, professionalism and respect at all levels. Areas of responsibility include competitive success and academic success of student athletes, fiscal responsibility, and rules compliance. Frequent night and weekend work required.

Major duties: The responsibilities of the Athletic Director shall include, but not necessarily be limited to, the following:

1. Report to the Principal with regular written and verbal communication.
2. Supervise the entire Athletic Program and lead the Athletic Department in accordance with all school and archdiocesan policies.
3. Interview prospective head coaches and make recommendations to the Principal in the hiring, assignment and, based on written evaluations, retention of head coaches.
4. Responsible for training, mentoring and regulating behavior of all coaches with regards to furthering our mission and demonstrating our Catholic identity.
5. Provide a positive experience for all student athletes with demonstration of respect and values in accordance with Christian values.
6. Responsible for the effectiveness and ongoing evaluation of the Coaches Handbook and implementation of its guidelines.
7. Provide support to the Principal and fulfill the role of a member of the Administrative Team.
8. Provide opportunities for feedback and regular evaluation regarding all sports programs.
9. Present annually to the principal a proposed, detailed budget.
10. Establish and maintain standards of scholarship and conduct for team travel and training, and practice rules for all athletes.
11. Control the reception and expenditure of athletic department funds and maintain appropriate records of these transactions; keeping track of budgetary expenses as well as those of team clubs, and have the overall responsibility for the sale of the tickets to athletic events.
12. Collaborate with the Office of Institutional Advancement in the preparation of press releases and the arrangement of media coverage for athletic events, and insure that the appropriate media is informed of the results of all athletic events.
13. Confer with the Athletic Board, subcommittee of the Principal's Advisory Board, or the Board as a whole when requested to do so.
14. Devise schedules for all sports on all levels, arrange for the locations of athletic contests, and see to it that athletic contracts are executed and properly fulfilled.
15. Hire certificated officials for athletic events and arrange for the transportation of athletic teams.
16. Responsible for site management for home contests, games, or matches.
17. Supervise use of the gymnasium, athletic offices, and locker rooms.
18. Co-ordinate the issuing, care, collection and inventory of all athletic equipment.

19. Oversee the running of all camps conducted by coaches.
20. Prepare and maintain all pertinent records as they relate to student athletes (e.g., eligibility lists, physical examination forms, statistical records, etc.)
21. Make a final decision, with the input of the coaches, concerning letters, awards, certificates and plaques.
22. Attend to or see to the attendance at any meetings when the Athletic Department must have a representative, including Booster, GCL, GGCL and other meetings as required.
23. Represent Fenwick at professional meetings and other special or public events;
24. Be responsible for others matters related to the Athletic Department as assigned.

The Athletic Director may delegate some of the tasks listed here to the Athletic Secretary or to coaches, but bears the ultimate responsibility for seeing that they are accomplished.

Qualifications: Baccalaureate degree, minimum of three to five years administrative experience. The successful candidate will be required to possess excellent management and customer service skills, be a team player, and possess a firm commitment to Catholic education. Please provide salary history and salary requirements.