**Mission Statement**

Regis High School transforms Catholic young men through an academically exceptional Jesuit education in a caring community which inspires leadership, generosity, and a lifelong passion for service as Men for Others. Regis is tuition free, and merit based, giving special consideration to families in need of financial assistance.

**Position**

As Athletic Director you will have the extraordinary opportunity to work with approximately 530 exceptional, gifted young men, talented faculty, and committed staff. Located in New York City, Regis High School is a Catholic, Jesuit, college preparatory school and the only Jesuit, full-scholarship high school in the country. The school was founded in 1914 through the extraordinary generosity of an anonymous woman and her family. Regis now relies on philanthropy of alumni, parents, and friends as it most significant source of financial support. Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. Regis seeks to inspire and educate the ethnically diverse young men in its care to become imaginative Catholic leaders committed to promoting justice and exerting leadership in the Church, in their civic community, and in their future chosen profession.

**Position Summary**

Regis seeks a qualified candidate to join its staff as an Athletic Director beginning August for the Academic Year 2024-2025. This is a full-time, 11 month staff position. Position comes with full benefits. Work hours may vary and will include evenings and weekends for athletic events. Salary is competitive for the New York City area and is commensurate with experience.

The Athletic Director is responsible to the Assistant Principal for Student Life, who authorizes the Athletic Director to exercise direct responsibility for the ordinary supervision and coordination of the school’s program of interscholastic athletic activities.

Link to our program: [Regis Athletics](https://www.regis.org/section/?id=32)

**Job Responsibilities**

* Attends all meetings of the Catholic High Schools Athletic Association (CHSAA) and relates all pertinent information to the Assistant Principal for Student Life
* Arranges the schedules for all interscholastic athletic activities in consultation with the coaches and subject to the approval of the Assistant Principal for Student Life, provides for the publication and dissemination of those schedules to the Regis community and the appropriate representatives of institutions involved in athletic competition, paying particular attention to changes of venue and cancellations
* Prepares interscholastic athletic budgets with the assistance of the varsity coaches for submission to the Assistant Principal for Student Life and administers the same as approved by the President
* Prepares recommendations on hiring, continuing and discontinuing athletic coaches for submission to the Assistant Principal for Student Life; trains and supervises the coaching staff in aligning the athletes and teams’ principles and expectations to the school’s mission
* Informs the Assistant Principal for Student Life of all potentially controversial issues occasioned by interscholastic competition, which might negatively affect either Regis’s relationship with another school or the public image of Regis generally
* Attends all home basketball games and provides for the security of the building and the proper supervision of athletes and spectators before, during and after the games
* Is present at events for all athletic teams and clubs
* Inspects all athletic facilities and notifies the Assistant Principal for Student Life of hazardous or deficient conditions, which require immediate or long-range recertification
* Consults with the respective coaches to propose recipients of athletic awards for consideration by the Principal
* Responsible for the scheduling and coordination of team tryouts for each athletic team and season
* Collaborate with Regis administrative team and staff to develop health and wellness opportunities for students who are not athletes
* Supports and is willing to advance the Catholic and Jesuit mission of the school
* Collaborate with advancement team to enhance fundraising opportunities for athletic facilities and athletic endowment
* Work alongside leadership and architects to develop a vision for the athletics facilities renovations
* Works in collaboration with the administration in observing the principles and ideals for which Regis stands
* Performs responsibilities in conformity with the policies of Regis and is subject at all times to the general control and supervision of the Principal
* And any other job responsibilities as assigned

**Qualifications & Skills**

* Excellent organization and communication skills
* Ability to connect positively with students, parents, faculty and staff
* Successful coaching experience (high school or higher education)
* Experience managing professionals in the workplace
* Familiarity with and understanding of practical uses of technology for athletics

**Education**

A bachelor’s degree is required. Master’s Degree in athletics, sports or physical education preferred. Evidence of continuing professional education through conferences, seminars, or professional associations is preferred.

**Status**

This is a full-time, 11-month position. The position begins on August 1, 2024.

**Compensation & Benefits**

Salary range$80,000-95,000k +,Commensurate with years of experience and level of success in the institutional advancement area,eligible for most benefits immediately.

Most benefits go into effect immediately. Participation in the 403 (b) occurs after one year of employment.

**Other expectations**

A willingness to work at times outside the normal school day and school year, including weekend events and summer activities.

The school expects one to conduct oneself at all times in a manner which shall not bring reproach upon oneself or the school.

The job description is to be used merely as a guide of expectations rather than an exhaustive list of all duties and competencies.  All requirements and skills are subject to change as the organization needs evolve.

**To Apply**

Interested applicants should submit a cover letter and resume by email to [employment@regis.org](mailto:employment@regis.org). Qualified applicants will be contacted regarding next steps once all required documents have been submitted. Applications will be accepted until the position is filled.

The Regis community strives to foster a sense of belonging at all levels of the organization. The hiring managers and school leaders seek to recruit and retain highly talented faculty and staff who are committed to the Catholic Jesuit mission and values. Central to this mission is a commitment to diversity and care for the whole person (cura personalis). Regis is an Equal Opportunity Employer.