



# BELEN JESUIT PREPARATORY SCHOOL

Educating young men since 1854 in the tradition of St. Ignatius of Loyola

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## **ATHLETIC DIRECTOR Role Description**

- QUALIFICATIONS:**
1. Bachelor's Degree (or higher), preferably in Physical Education/Health and Sports Administration
  2. Must demonstrate excellent leadership, management, communication and interpersonal skills, including the ability to maintain confidentiality, have strong multi-tasking ability, and be a self-starter
  3. Three to five years of management and leadership experience in high school or college athletics is desired
  4. Proficient in both English and Spanish

**REPORTS TO:** The Athletic Director reports directly to the Principal.

**JOB GOAL:** He/she is responsible for promoting the mission of the school through effective leadership and administration of the school's interscholastic and club athletic programs. He/she leads the department in a manner consistent with Belen Jesuit's mission of forming young men who are Open to Growth, Intellectually Competent, Religious, Loving and Committed to Doing Justice. He/she promotes an environment where student athletes develop their Catholic Identity, athletic skills, leadership and sportsmanship through competition. The Athletic Director will not be serving as a head coach of a team in any division because of his/her responsibilities to the athletic program.

**TERM:** Twelve-month, full-time, exempt position.

### **RESPONSIBILITIES**

1. He/she assumes responsibility for planning, developing, implementing, and administering policies, procedures, regulations and guidelines pertaining to the athletic program, provides leadership, guidance, and serves as a resource in all matters related to the operation of the athletic program.
2. He/she develops and implements policies and procedures for directors of athletic programs coaches, athletic department staff, students, and parents.

3. He/she teaches, models, enforces, advocates for, and supervises appropriate behavior, boundaries, character traits and educational values.
4. He/she must be a person who fully understands the apostolic purpose of a Catholic Jesuit education and is committed to promoting it through personal example and endeavors.
5. He/she will perform any additional duties as assigned by the Principal or President.

## **FUNCTIONS**

1. Assists in the recruitment, selection, scheduling, evaluation, and dismissal of directors of athletic programs, coaches, assistant coaches, volunteer coaches, and athletic trainers.
2. In consultation with the director of the athletic program or head varsity coach, hires all lower-level and assistant coaches and evaluates them on a yearly basis.
3. Ensures that all coaches have appropriate experience, expertise, and relevant certification in their sport.
4. Provides ongoing formation for coaches in the areas of Catholic Jesuit identity and coaches' workshops and clinics.
5. Collaborates with each High School and Middle School head coach to ensure that programs are vertically aligned and lower-level coaches receive appropriate support and guidance.
6. Oversees the coaches' evaluation process and assignment of all coaches.
7. Promotes professional development of all athletic program staff.
8. Schedules pre-season individual coach's meetings to set goals, discuss athletic policies, legal issues, safety training, and school and athletic philosophy.
9. Accounts for all operational and capital needs of the athletic program by planning, submitting, and supervising a comprehensive budget on an annual basis for each sport.
10. Works with the Office of Advancement and leverages the existing fundraising processes to promote giving from parents and alumni.
11. Purchases and distributes athletic awards and coordinates annual Athletic Awards Ceremony.
12. Oversees proper equipment and uniform distribution, use, collection, maintenance and storage.
13. Develops and updates the school's athletic handbook as needed to ensure up-to-date standards for athletic programs, coaches, students, and parents.
14. Coordinates and supervises scheduling and preparation of athletic events and facilities for all athletic programs, including practices, home and away contests, and playoff contests, in accordance with district, league, and FHSAA policies.
15. Coordinates with the Director of Campus Security for proper coverage of all home events.
16. Responsible for ensuring athletic practices meet standards and requirements.
17. Assists the coaches in the formulation of all athletic schedules.
18. Ensures all schedule changes are properly communicated and updated.
19. Ensures proper procedures are in place to arrange team transportation.

20. Works with the Offices of Communication and Community Outreach in order to adhere to Belen Jesuit's Branding Guidelines as they apply to uniforms and apparel.
21. Attends all meetings of the Master Calendar Committee and provides accurate and updated athletic schedules for the following year.
22. Attends or assigns attendance to athletic meetings as required by Belen Jesuit, CAL, FHSAA, and Private Middle School Leagues.
23. Works with the Assistant Principals to ensure compliance with Belen Jesuit, CAL, and FHSAA policies and procedures, including monitoring and certifying student eligibility: academic, medical, parental consent, transfer rules and discipline.
24. Serves as the FHSAA point person for any State Series Playoffs hosted by Belen Jesuit.
25. Coordinates regular and timely communication with students, parents, coaches, teachers, and administrators.
26. In coordination with the College Counseling Office and varsity coaches, supports students and families in the college recruitment process.
27. Cultivates ongoing communication between coaches within the department to ensure collegial relationships and a common concern for each student athlete's overall well-being.
28. Promotes a culture where students are encouraged to participate in multiple sports.
29. Facilitates appropriate levels of communication between coaches and parents, including any disputes arising between coaches, student-athletes, and/or parents.
30. Oversees and regulates out of season athletic programs and clubs to ensure compliance with school and FHSAA rules and policies.
31. Collaborates with the Facilities Department to maintain athletic facilities.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

1. Ability to sit, stand, and walk for extended periods of time; to perform daily activities from a desk, operate a computer and various office equipment. Required to climb or balance, stoop, kneel, crouch, or crawl.
2. Sufficient stamina to work outside under high-temperature weather conditions.
3. Occasional lifting and transporting heavy objects.
4. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.
5. Required to work afternoon, evening and weekend special events which will exceed regular working hours.
6. Must be available to travel for away games.
7. Ability to work a flexible schedule as hours and shifts may vary according to the school calendar.

## **EVALUATION**

The Athletic Director will be evaluated annually by the Principal. The evaluation will be based on the Athletic Director's self-evaluation, the Characteristics of Jesuit Education, and the responsibilities listed above.

This role description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.