

HOLY CROSS

CATHOLIC HIGH SCHOOL

Job Title: Director of Athletics

Wage/Hour Status:

Reports to: Head of School

Days: 210

Supervises: Assists the Head of School in the supervision of:

- High School Athletic programs
- Athletic Trainers.
- Physical Education courses
- Athletic Coaches/Booster programs

Primary Purpose: To provide each enrolled student an opportunity to participate in athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

Support and exemplify by his or her conduct Catholic Doctrine and morality. He/she must be consistent in expression and example, with the teachings and practices of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.

Comply with the Ethics and Integrity in Ministry policies of the Diocese of San Angelo, including a criminal background check and EIM workshop

Qualifications:

Education/Certification:

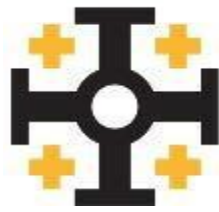
- Master's Degree or higher.
- Valid Teaching Certification.
- Mid-Management/Principals/Administrative Certification preferred.
- CAA [Certified Athletic Administrator] preferred.

Special Knowledge Skills:

- Knowledge of TAPPS rules and regulations affecting boys' and girls' competitive athletics.
- Knowledge of TEA rules and regulations affecting boys' and girls' competitive athletics.

Experience:

- At least 3 years' successful teaching and coaching experience.
- At least 5 years' experience related to Athletic Administration or Principal experience.



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Areas of Responsibility

Administrative:

- Supervising/coaching all boys' and girls' competitive athletics.
- Directing of the competitive sports programs.
- Development and implementation of appropriate rules and regulations governing the conduct of athletic activities.
- Enforcing the eligibility requirements for participation.
- Supervision of the documentation of participation and eligibility.
- Preparation and administration of the athletic program budgets and inventory procedures.
- Organization and scheduling of athletic events.
- Recruitment, interviews, selection, recommendation, and evaluation of athletic trainers.
- Supervision of travel arrangements including transportation, meals, and lodging for out-of-town games and other related transportation in town.
- Maintain Athletic Handbook.
- Implement and continuous updating of the Athletic Safety Handbook.

Event Administration:

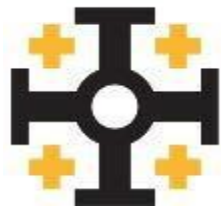
- Coordinate tournaments, meets and athletic events.
- Attends home competitive sport games, tournaments, and meets
- Director for home tournaments, meets and events.
- Helps secure personnel and officials for all competitive athletic programs.
- Hiring of officials/workers and security as required, and assume general responsibility for the proper supervision of sports events.

Facility Administration:

- Coordinates the use of athletic facilities.

Other Administrative Duties:

- Evaluate and recommend to the Head of School administrative policies pertinent to athletic programs.
- Attends professional meetings and workshops held during the school year and summer.
- Preparing competitive sports budgets.
- Takes part in community functions and/or service club memberships, etc.
- Assist in the requisition of supplies and equipment for competitive sports.
- Assists in the preparation of payroll for all workers in competitive sports programs and ensures timely distribution of checks to workers who are not employees of the ECISD.
- Assist in the supervision of ticket sales and the proper handling of funds.
- Assists in documenting all funds collected.
- Assist in the supervision of the physical examinations process.
- Assist in the supervision of the insurance program covering student athletics.
- Organize and direct staff development workshops and clinics.
- Perform other duties as may be assigned by the Head of School.
 - Teach no more than 2 sections of a course certified to teach.



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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent travel. Occasional prolonged or irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I have read, understand and attest to the above description and funding relating to my daily activities.

Signature

Date