

**St. John Paul II School**  
**Athletic Director Job Description**

**PURPOSE STATEMENT:**

The Athletic Director provides overall leadership and Catholic Mission-directedness of the interscholastic athletics program of St. John Paul II School.

**ACCOUNTABILITY:**

- Appointed by and reports directly to the President.
- Accountable to and works in conjunction with both Principals

**SUPERVISES:**

- Assistant Athletic Director
- Coaching Staff
- Athletic Trainer
- Student-athletes

**STATUS:**

- Full-time position

**RESPONSIBILITIES:**

- Promote and endorse “Play like a Champion Today” program with the school community
- Supervise all head coaches providing direction and advice.
- Research and prepare for approval all athletic purchases.
- Track and maintain athletic budgets with the school Business Manager
- Secure and process short and long-term contracts and agreements.
- Process official’s pay requests.
- Provide first-line intervention with coaches, student-athletes, parents of athletes, and spectators.
- Encourage and instruct student-athletes, students, and fans in good sportsmanship.
- Plan athletic programs for the year in relation to MIAA regulations and school's annual calendar.
- Approve coaches’ scheduling of athletic events and practices
- Participate with other league athletic directors in planning, coordinating, and implementing league games, events, and activities.
- Ensure that all athletic events are on the school master calendar.
- Coordinate athletic travel, including travel dates, numbers for travel, departure and return times.
- Recommend coaches for hiring.
- Assist in hiring paper paperwork for coaching staff.
- Assist head coaches in the selection of assistant coaches and volunteers.

- Provide for orientation, direction and training of coaches.
- Compile, verify, and send all MIAA reports.
- Remain current on all rule and eligibility changes within MIAA and leagues and keep all coaches informed.
- Maintain files of student-athlete records, such as physical examination forms, rosters, eligibility forms, accomplishments, and awards.
- Compile seasonal records and information for historical archives.
- Plan and oversee year-end awards events.
- Plan and provide for all officials for high school athletic events. Process payments for such.
- Schedule practice and competition facilities.
- Maintain athletic equipment and recommend purchase and replacements.
- In collaboration with head coaches, provide a yearly program budget.
- Arrange gate attendants, manage and deposit gate money with the business office.
- With the President and the Advancement Director to develop and implement a comprehensive marketing strategy including a booster club, local business advertising, fundraising and overall branding.
- Oversee state tournament budget, monies and arrangements.
- Serve as the athletics spokesperson.
- Attend athletic directors meetings.
- Provide for site management of all home athletic events.
- Coordinate and assist visiting teams and arrange for needed services.

#### **QUALIFICATIONS:**

- Bachelor's Degree
- Willingness and ability to work as part of a community committed to the Roman Catholic Church and its values.
- Ability to work and cooperate with other staff members, parents, and students.
- Must possess administrative skills and outstanding leadership skills
- Must be self-motivated and well organized.
- Excellent communication skills both oral and written
- Experienced in the areas of athletics, scheduling, and coaching.
- Ability to demonstrate courtesy and professionalism in all interactions.
- Ability to maintain confidentiality.

**Candidates should submit a letter of interest and resume to:  
Susan G. Niden, Interim President, St. John Paul School through email:  
sniden@jpihyannis.org.**