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## Job Responsibilities & Expectations

<b>Job Title</b> Athletic Director	<b>Reports To</b> Principal	<b>Classification</b> Pat-Time Exempt
<b>Approved By</b> Diocesan HR Director	<b>Approved Date</b> 08.06.2019	<b>Annual Review Date</b> New

### Job Purpose:

The Athletic Director provides leadership and guidance as it pertains to athletic teams, events and/or coaching. Key attributes for this position are:

- Strong organizational skills
- Strong communication skills
- Good motivator and recognizes the value of team sports
- Can provide feedback in a balanced and candid manner

### Responsibilities & Expectations:

#### Administration:

- Is responsible for all athletic coaches' selection and expectations, teams, facilities and end of summer duties.
- Evaluates athletic equipment needs each year and orders equipment and uniforms as needed.
- Serves on the Athletic Committee, as needed, and represents the Athletic program to the faculty as a whole.
- Ensures coaches have basic knowledge of sport they are coaching.
- Encourages students to participate on athletic teams regardless of skill level.
- Serves as SHNCS representative to the Independent School Conference.
- Attends all athletic events of St. John Neumann unless attendance is delegated to another SJN employee and approved by the Principal.
- Responsible for all athletic team organizations including, but not limited to, startup of season, attendance.

#### Planning and Organization:

- Organizes the athletic calendar and schedules the use of the facilities for the entire athletic program.
- Responsible for set up of any athletic area pre and post-game. This responsibility can be delegated, but the AD is responsible to ensure it is completed.
- Responsible for scheduling all athletic events.
- Ensures that all equipment and materials are available for any athletic event including practices, games, meets and matches and that all equipment/materials are put away and locked up after the event.
- Schedules and pays all mandatory resources for all athletic events i.e., officials, security, etc.
- Act as a tournament manager for all league and tournament playoff activities that are assigned to the school.
- Endures that all coaches have access to the equipment room and the gym.
- Ensures all coaches and volunteers have successfully completed the Diocesan Safe Environment program.



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### **Communication:**

- Conducts preseason and post season meetings with coaches to set expectations and to review all information pertaining to play and conduct.
- Regular and active communication with all coaches.
- Ensures proper communication channels with coaches/parents and provides timely updates to coaches as needed.
- Keeps the principal informed about developments in the athletic department.
- Represents SJNCS to other schools and the community.
- Provides feedback/assessment to the coaches in reference to the Coaches Code of Conduct.
- Facilitates off season survey to parents/guardians to gather feedback and suggestions to improve the program.

\*This job description is subject to change at any time.