

Part-Time (stipend position) Athletic Director Job Description

St. Paul Catholic School is seeking a part-time, dynamic, collaborative, professional and enthusiastic Athletic Director for the 2021-2022 school year. St. Paul School's core values are rooted in a strong belief in a team approach to teaching and learning in a faith-based learning environment. We value the dignity of all students, staff and families and foster the importance of building strong relationships within our school community.

The Athletic Director is responsible for organizing, administering, and supervising the program. The Athletic Director, with the approval from the Principal, develops procedures that govern the scope and direction of the athletic sports programs and student participation in such programs.

The Athletic Director, with Principal approval, has the following responsibilities. Only the Athletic Director, not parents or coaches, may engage in the responsibilities listed below:

- **To set criteria for the hiring and monitoring of coaches;**
- **To assign coaches their responsibilities;**
- **To coordinate, schedule and supervise all other program volunteers.**
- **To determine league participation;**
- **To coordinate the scheduling of practices, games and tournaments.**
- **To schedule additional games and practices;**
- **To prepare and present a budget for Principal approval**
- **To submit regular financial reports to the Principal;**
- **To review and evaluate rules, regulations and eligibility standards regularly;**
- **To provide coaches and volunteers with opportunities for continuing education in appropriate coaching techniques and child development related to the physical, psychological and emotional well-being of children;**
- **To regularly monitor and supervise coaches at practices and games;**
- **To handle conduct reports and inform the Principal of these;**
- **To receive and disseminate communications and information regarding athletic business;**
- **To update and purchase equipment and uniforms with Principal approval.**

All qualified applicants should submit a Resume and Letter of Interest to Mrs. Todora at htodora@stpaulhighland.org