

Mercy High School

Job Description

Job Title: Athletic Director

Department: Athletic Department

Reports To: Head of School

FLSA Status: Exempt – Full Time

Summary: The Athletic Director is responsible for organizing all interscholastic athletic teams and related programs, overseeing the coaches of the athletic teams, ensuring quantity and condition of all athletic equipment and uniforms, managing rental and use of all athletic facilities, overseeing school apparel website, and serving as liaison to leagues and outside organizations. The Athletic Director will also manage all financial responsibilities for the athletics department and plan/facilitate various athletic-related events and awards ceremonies held during the year, serves as moderator for the Girls' Athletic Association (GAA) and as school liaison with the Parent Booster Club..

Essential Duties and Responsibilities include the following.:

Supervise coaching staff:

- Interview, hire, supervise, and manage coaches for all sports (volleyball, tennis, cross-country, golf, water polo, soccer, basketball, softball, swimming, track and field, lacrosse, gymnastics, cheerleading, and dance team)
- Work with the coordinator for dance, cheerleading and gymnastics on programs and competition.
- Work with the Director of Finance to ensure that coaches are up to date with all paperwork.
- Promote professional growth by encouraging coaching staff attendance at clinics and conferences. Conduct coaches meetings on campus.
- Organize coaching substitutions when coaches are sick or in need of a sub
- Schedule end of year evaluations with individual coaches

Oversee all logistical details for athletics' program, including practices and games:

- Schedule all league, pre-season, and tournament competitions.
- Locate and coordinate facilities for all practices and home games
- Coordinate venues for home games through organizations including City of Burlingame, Serra High School, College of San Mateo, Skyline College, and others.
- Organize and facilitate Senior Games for each sport with the coaches.
- Communicate schedules, dismissal times, and updates on teams to faculty, staff and website coordinator.
- Oversee transportation to games and assist team parents and coaches in the organization of transportation to practices/games.
- Work with the Administrative Assistant for Student Life and Athletics to verify and maintain eligibility lists, physicals, insurance forms, sports fees, concussion forms, parents consent forms etc.
- Serve as the department liaison with Pacific TheRX for physicals and trainers.
- Schedule and organize Awards Nights for student-athletes
- Publish Mercy Athletic Events weekly.
- Publicize athletics in the e-news, PA announcements, media, posters, and flyers.
- Serve as the liaison with the Parent Boosters Club
- Update coaches' directory as needed and communicate rosters, schedules and game results to media and league
- Be present or arrange for a school representative to be present at all home games.
- Assign a head coach to assume responsibility at all away games.
- Document and report all athletic injuries.
- Arrange for the availability of medical supplies and the presence of an athletic trainer at all home games.
- Attend to student-athletes, coaches, and parent needs and issues. Confer with counseling department when needed
- Responsible for promoting respect, sportsmanship, and following CIF/CCS and Mercy rules to student/athletes, coaches and parents
- Coordinate team photos and candid photos
- Work with the head of school to improve the school's athletic program

Ensure quantity and condition of all athletic equipment, uniforms, and school apparel:

- Keep an inventory of all athletic equipment and uniforms.
- Keep supplies, equipment and uniforms in satisfactory condition and order all new and replacement supplies, equipment and uniforms when necessary.

- Inspect all athletic areas for cleanliness and the proper storage of all athletic supplies, equipment and uniforms.
- Provide each coach with equipment, team medical supplies and uniforms prior to the season and insure that each coach returns all equipment, unused supplies and uniforms using a checklist.
- Maintain the online school apparel website.

Act as liaison between staff and athletic facilities:

- Communicates maintenance needs of facilities with the Director of Facilities.
- Maintains schedule for pool usage and rentals in communication with Kohl Mansion, Mercy Center and other organizations

Serve as liaison to leagues and outside organizations:

- Attends all WBAL and CCS Board meetings and host league coaches' meetings
- Coordinate with the Marketing Director articles for schoolsports.com, Mercy Parent e-news, The Oaks, and local newspapers.
- Meet with local media to foster relationship between media and Mercy athletics

Maintain proper communication with the parent community:

- Address parent concerns in a professional manner that upholds the mission of the school
- Respond to parent emails and messages in a timely manner
- Help facilitate communication between coaches and parents
- Create and send out a weekly Athletic e-news with schedules and updates

Plan and facilitate various athletic-related events and awards ceremonies held by the school during the year:

- Coordinate Fall, Winter and Spring Preseason Athletes' Meetings.
- Organize information and oversee the selection process for athletic awards and the Senior Athlete of the Year.
- Maintain database for participation awards for the Undergraduate and Senior Athletic Awards
- Help to Organize and facilitate Mercy recruitment events.

Manage all financial responsibilities for Athletics Department, through the Director of Finance and Human Resources and the Business Office:

- Prepare and monitor the annual athletic budget.
- Work with the Finance Office to ensure proper accounting for the Parent Boosters Club

Other duties as required, for example:

- Must be able to demonstrate a commitment to Catholic education, the mission and values of Mercy High School and the Sisters of Mercy.
- Must be willing to work flexible schedule; evening and weekend time required.
- The employee must be able to drive students /athletes in a 9 passenger van to games or practices.

Supervisory Responsibilities

- Observe and evaluate, both verbally and in writing, all coaches during practices and games.
- Review written evaluation reports with the Head of School at the end of each season.
- Communicate with coaches on a consistent basis regarding needs of athletes, performance of teams, transportation needs, etc.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition the person should have the following experience and/or education to perform the job successfully:

- Knowledge and experience in a variety of sports.
- Knowledge and experience with finance and budgets.
- Prior coaching experience at the high school level is an important requirement.
- Experience with athletic management is encouraged.
- The ability to perform as part of team, and have excellent interpersonal skills.
- Must possess excellent written and verbal communication skills, and ability to work with a wide range of audiences.
- Needs strong organizational skills and be detail-oriented, with the ability to multi-task and meet multiple deadlines.

Education and/or Experience

- B.A. or B.S. minimum, M.S. in Sports Management or similar degree highly desirable
- 3-5 years experience as an athletic director, preferably at secondary level.
- Experience in an all-girls environment a plus
- Previous experience as an athlete.
- Managerial experience is preferred
- CA Teaching Credential encouraged

Computer Skills

The knowledge of or ability to quickly acquire the skills to work with customized systems such as the internal SASI System Database software used at this school; EXCEL Spreadsheet software, MS WORD Processing software, the Internet, Email, Website design, and calendar creator.

Certificates, Licenses, Registrations Required

CPR, First Aid/AED, DMV check, coaching certification and Lifeguard certification, ASEP certification required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and stoop or, kneel. The employee may be asked occasionally to travel from the main school building to Russell Hall which is down hill going; up hill returning.

The employee must be able to set up, take down, and move athletic equipment. The employee must be physically able to coach. The employee must be able to occasionally lift and/or move up to 25 lbs while performing his/her duties. The employee must be able to use a ladder to move equipment and supplies.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions while attending and supervising games outdoors.

The noise level in the work environment is usually high.
The work environment is a fast-paced and demanding environment where one must deal with conflicts in a calm and professional manner. The employee is always a visible representative of Mercy High School.