



Mercy High School Job Description

Job Title:	Athletic Director
Department:	Athletic Department
Reports To:	Assistant Head of School for Student Life
FLSA Status:	Exempt – Full Time
Prepared By:	Natalie Cirigliano and Claire Rietmann- Grout
Preparation Date:	Sept. 27, 2004; updated February 2012; updated February 2021
Summary:	<p>The Athletic Director is responsible for organizing all interscholastic athletic teams and related programs, overseeing and supporting the coaches of the athletic teams, ensuring quantity and condition of all athletic equipment and uniforms, managing various rental facilities, overseeing school apparel sales, and serving as liaison to leagues and outside organizations. The successful candidate will also act as a member of student life-related committees and groups within the school, manage all financial responsibilities for the athletics department and plan/facilitate various athletic-related events and awards ceremonies held during the year. The Athletic Director reports to the Assistant Head of School for Student Life.</p>
Start Date:	July 1, 2021

Interested Applicants should submit their cover letters and resumes to Caroline Small at csmall@mercyhsb.com

Essential Duties and Responsibilities include the following:

Supervise coaching staff:

- Interview, hire, supervise, and manage coaches for all sports (volleyball, tennis, cross-country, golf, gymnastics, water polo, soccer, basketball, softball, swimming, track and field, lacrosse, cheerleading, and dance team)
- Work with the Human Resource Generalist to ensure that coaches are up to date with all paperwork and on time in turning in timesheets
- Promote professional growth by encouraging coaching staff attendance at clinics and conferences
- Conduct coaches meetings on campus for coaching staff
- Organize coaching substitutions when coaches are sick or in need of a sub
- Create and analyze coach evaluations and share concerns and recommendations with Head of School and Assistant Head of School for Student Life
- Supervise Athletic Trainer
- 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 official assignments for home games through outside organizations
- Update directions to each contest location for coaches, parents and website
- Organize and facilitate Senior Games for each sport with the coaches
- Communicate schedules, dismissal times, and updates on teams to faculty, staff and website weekly
- Oversee and assist team parents and coaches in the organization of transportation for teams to games
- Work with the Administrative Assistant for Student Life and Athletics to maintain athletics data collection, which include but are not limited to: eligibility lists, physicals, insurance forms, sports fees, concussion forms, parents consent forms etc.
- Moderate the Girls Athletic Association (GAA) Club
- In collaboration with GAA Board, schedule and organize Awards Nights for student-athletes
- Publicize Mercy Athletic Events in the e-news, PA announcements, media, posters, and flyers
- Solicit parent volunteers for Athletic Department activities: drivers, assistant coaches, Awards Nights, and fundraising events
- Update coaches' directory as needed and communicate rosters, schedules and game results to media and league
- Attend and supervise all home athletic events and contests at Serra, College of San Mateo, Burlingame Sports Center, Mercy High School and Skyline College
- Attend a minimum of two athletic competitions and four practices for each team per season
- 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 with the Assistant Head of School for Student Life for dates of team photos and candid photos
- Manage Mercy Athletics social media accounts and work with the Director of Communications to promote athletics

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

- Inventory, order, and distribute equipment and uniforms
- Work with coaches to create Spirit Packs and order additional team apparel needs
- Inventory, order, and sell school apparel at athletic-related Mercy events and support the sale of apparel at admissions- related events
- Oversee the relationship between Mercy Athletics and our uniform companies

Act as liaison between staff and athletic facilities:

- Communicates maintenance needs of facilities with the Director of Maintenance and 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, PAL and CCS Board meetings and host league coaches' meetings
- Coordinate with the Advancement and Communications Departments in writing articles for schoolsports.com, Mercy E-news, The Oaks, and local newspapers.
- Meet with local media to foster relationship between media and Mercy athletics
- Responsible for promoting the Pursuing Victory with Honor and Positive Coaching Alliance programs, and following CIF/CCS and Mercy rules to student/athletes, coaches and parents

Serve as liaison between Athletics and Campus Ministry

- Coordinate with the Director of Campus Ministry and Director of Mission and Catholic Identity in planning and overseeing seasonal team retreats
- Coordinate with the Director of Campus Ministry and Director of Mission and Catholic Identity in the creation and execution of a coaching ministry program and Mercy athletic prayer

Maintain proper communication with the parent community:

- Address parent concerns in a professional and respectful 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 regular Athletic communications with schedules and updates

Act as member of student life-related committees and groups within the school:

- Attend Student Life Meetings as deemed necessary by the Assistant Head of School for Student Life.
- Coordinate with counseling to educate students and families on the college recruitment process.
- Attend two Mercy Parent Club meetings .
- Facilitate GAA Board interviews and elections
- Oversee the functioning and development of the GAA Board
- Serve as moderator of a student spirit club

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

- Welcome Back BBQ/Fall Preseason Athletes' Meeting, Leadership Workshop, Student Council/GAA Retreat with Campus Minister and Activities Director, incoming Student Orientation, Winter and Spring Preseason Athletes' Meeting
- 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
- Maintain historical data and records database
- Facilitate Preseason Parents' meeting for each team.
- Organize and facilitate Mercy Recruiting Events in partnership with the Admissions Department: Girls on the Green or Girls Beyond the Screen and Spirit Spectacular

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

- Prepare monthly and annual budget with the Assistant Head of School for Student Life and school accountants
- Communicate with the Advancement Department regarding athletic donations from alumnae, parents, or friends of Mercy

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
- May be required to teach one class of physical conditioning as needed
- The employee must travel to athletic facilities and attend and supervise athletic events held outdoors in any kind of weather.
- Must be willing to work a flexible schedule; substantial evening and weekend time required.
- The employee must be able to drive students /athletes in a 9 passenger van to games or practices
- Other duties as deemed necessary by school administration

Supervisory Responsibilities

- Observe and evaluate, both verbally and in writing, all coaches during practices and games
- Review written evaluation reports with the Assistant Head of School for Student Life at the end of each season
- Communicate with coaches daily or semi weekly regarding needs of athletes, performance of teams, transportation needs, etc.
- Supervise the Administrative Assistant for Athletics and Student Life and the Athletic Trainer in collaboration with the Assistant Head of School for Student Life

Competencies

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

She/he must have the ability to perform as part of the 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.

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.

Education and/or Experience

- B.A. or B.S. minimum (physical education or kinesiology is preferred), M.S. in Sports Management or similar degree 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 is required
- Managerial experience is preferred
- CA Teaching Credential encouraged, but not required

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. Ability to serve as ASEP instructor a plus.

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 downhill going; uphill 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.

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