



[Archbishop Riordan High School](#)

Archbishop Riordan High School, an Archdiocesan Catholic High School in the [Marianist tradition](#), prepares young women and men for leadership and lifelong success by providing education imbued with Catholic Marianist values of faith, community, inclusivity, service and justice through its rigorous college preparatory curriculum, house system, and co-curricular activities.

More information about Riordan can be found at www.riordanhs.org.

[About the Archbishop Riordan Department of Athletics](#)

The Archbishop Riordan Department of Athletics represents over 500 student-athletes. Our coaches are committed to the success of the student in the classroom, and fostering exemplary sportsmanship during competition.

Position: Track and Field Head Coach

Job Description

Head coaches are responsible for teaching the fundamentals of individual sports, practice planning. Head Coaches work with the Archbishop Riordan Athletic Department in scheduling of non-league games, assisting with maintenance of practice and game facilities, to hire assistants (for Varsity and lower level teams), operate camps, and manage administrative responsibilities for your team and program.

In addition, all of our coaches serve as role models and mentors for players, encouraging their development academically, physically, emotionally and spiritually. A candidate must possess strong organizational skills and have experience building successful teams and working cross functionally with administration, teachers, assistant coaches, student-athletes and parents. He or she must also understand, implement and abide by the policies set forth in the **Archbishop Riordan Parent-Student Handbook** with regard to coach and student athlete behavior on and off the field.

Requirements

- Previous coaching experience at the high school or college level is preferred.

- Candidates should have experience working, playing, and coaching in a values-based educational environment
- Demonstrated knowledge of the rules and regulations of high school sports, and understanding of the mission and vision of Archbishop Riordan High School.
- Candidates must be available after school hours through the conclusion of practice time, and for extended periods on weekends and game days. Coaches are required to attend all practices, team contests, and year-round athletic meetings as required.
- Candidates with teaching experience are strongly encouraged to apply as teaching positions may become available.

Additional Requirements for Head Coach Positions

- Bachelor's degree preferred.
- Demonstrated record of successfully managing teams and other coaching personnel.
- Reports directly to the Archbishop Riordan Athletic Department: Assistant Principal of Student Affairs and Athletic Directors.
- Works with the Archbishop Riordan Athletic Department in preparing and monitoring the annual program budget, including equipment and uniforms.
- Attends mandatory Archbishop Riordan events, including athletic department meetings, the Fall Open House, and other events as needed.
- Supervises all members of their respective coaching staff.
- Understands and implements school policies, and [Central Coast Section \(CCS\)](#) [California Interscholastic Federation \(CIF\)](#) and [West Catholic Athletic League \(WCAL\)](#) rules and regulations regarding student eligibility.
- Partners with the Archbishop Riordan Athletic Department in evaluating their coaching staff on an annual basis in accordance with Athletics Department guidelines for best practices in coaching.
- Coordinates as needed with school departments, including the President, Principal, Assistant Principal of Academics, Dean of Students, Faculty, RSP Staff, Counseling and Campus Ministry staff regarding student academic eligibility and successful participation in athletics.
- Partners with the Archbishop Riordan Athletic Department in coordinating and operating Winter and Summer Camps
- Partners with the Archbishop Riordan Athletic Department, coordinates scheduling of practices and athletic contests, and transportation as needed.
- Partners with the Archbishop Riordan Athletic Department, Equipment Manager Athletic Trainers and Director of Strength and Conditioning, ensuring best practices with regard to the use and replacement of equipment; ensures safety precautions and proper training methods are in place, at all times, to protect athletes and foster their growth.

- Partners with the Archbishop Riordan Athletic Department, manages record keeping of all athletic contests, and supervises score reporting to various media outlets.
- Partners with the Archbishop Riordan Athletic Department, reports and documents all newly hired coaches to school personnel, and ensures that all new coaches are fingerprinted and cleared through the San Francisco Archdiocesan [“VIRTUS” Program](#)
- Meets with the Archbishop Riordan Athletic Department to ensure that program goals are met.

To apply, please email your Letter of Interest and Resume to:

Stacy Goyhenetche, Director of HR

Archbishop Riordan High School

sgoyhenetche@riordanhs.org

In your letter of interest, please also note any relative teaching experience or subjects you are qualified to teach, including any credentials. For current available teaching positions, please explore our [Employment Opportunities](#).