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**Title:** Athletic Director  
**Classification:** Salary; Exempt

**Status:** Full-time; 12 months  
**Reports to:** Associate Head of School

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#### JOB SUMMARY

The Athletic Director is a full-time year-round administrative position and reports directly to the Associate Head of School. Major responsibilities of the position are to provide administrative leadership in planning, implementation, coordination, supervision, and evaluation of all Parish Athletic related activities and programs grades 7-12 and oversight of the Physical Education department grades PreK-12.

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

- Leader of the Athletic Department.
- Supervise, coach, mentor, and evaluate the Athletic Admin Team (Assistant AD's, MS/LS Coordinator, Athletic Facility Coordinator, and Assistant to Athletics).
- Responsible for interviewing, hiring, evaluating, developing, and terminating coaches and staff.
- Create and oversee a departmental budget that is fiscally responsible, in coordination with the Head of School, Associate Head of School and Chief Financial Officer.
- Supervise the utilization of athletic facilities including any necessary changes, repairs and/or improvements.
- Manage all projects related to the Athletic Department.
- Work with Admissions to secure applicants to Parish. This includes attending prospective parent tours as well as both Hillcrest and Midway Previews.
- Work closely with ABC (Athletic Booster Club) to provide a positive experience for all athletic programs and students.
- Conduct Head Coaches meetings.
- Attend TAPPS (Texas Association Private & Parochial Schools) meetings.
- Oversee all athletic home events and act as the Game Administrator or be responsible for delegating one.
- Oversee the coordination of vehicles for athletic travel.
- Oversee master athletic calendar.
- Oversee all programs' practice and game schedules.
- Oversee the department's compliance program.
- Interview, evaluate and select preferred suppliers for the department's needs.
- Work within the guidelines, rules, and regulations of the Texas Association of Private and Parochial Schools (TAPPS), National Collegiate Athletic Association (NCAA), and any other applicable/regulating leagues or organizations.
- Manage day-to-day operations for the Athletic Department.
- Serve as a liaison within the community.
- Promote the school's statement of mission and philosophy.

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#### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings as needed
- Attends Administrative Team Meetings
- Attends Program Meetings and Division Heads|Academic Assistants
- Attends Sports Games when possible
- Attends Chapel

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## SUPERVISORY RESPONSIBILITIES

Supervises, evaluates, and directs the work of coaching staff and athletic personnel. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

### Education and Experience:

- Bachelor's Degree in Athletics, Physical Education, or a closely related field. Master's Degree preferred.
- Minimum of five years of teaching/coaching experience. Administrative experience preferred.
- An employment history highlighted by increasing levels of responsibility.

### Job Knowledge, Skills, and Abilities:

- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form.
  - Ability to ascertain which people may need immediate assistance and to act accordingly.
  - Ability to perform basic first aid/CPR.
  - Ability to communicate effectively with all constituents in a school environment.
  - Excellent written and verbal communication skills, as well as proficiency in Microsoft Word, Outlook, and Excel.
  - Proven organization and management skills.
  - A collaborative leadership style.
  - Courage to make difficult and/or unpopular decisions when needed.
  - Adept at conflict resolution.
  - Good listening skills.
  - A strong work ethic.
  - A sense of humor.
  - Tact in dealing with people at all levels.
  - Must be able to meet physical requirements of the position.
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## WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

### Physical Requirements:

- Seeing
- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing

- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 - 40 pounds
- Lifting 0 - 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 - 40 pounds
- Carrying 0 - 75 pounds

### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical

- Basic Math Skills
- Analysis and Comprehension - Simple

- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex

- Exercise Discretion - Simple
- Exercise Discretion - Complex

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*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

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June 2022