



## **Athletic Director**

The athletic director will work with the school administrative team to manage the school's athletic department and teams. He/she will be responsible for hiring coaches, overseeing athletic budgets, conducting student and parent meetings, coaches' meetings, scheduling games, evaluating the athletic program, and complying with all Notre Dame and TSSAA rules and regulations. In addition, this position is charged with promoting and developing the relationship with the two foundation schools. This position reports to the Head of School.

### **Major Responsibilities & Duties:**

- Assist the Head of School in developing a quality athletic program and running the day-to-day operations of the athletic department.
- Assist in the selection and hiring of athletic coaches and ensuring all coaches have certification in accordance with Notre Dame, Diocese and TSSAA guidelines. The Athletic Director may not hold any athletic coach position.
- Responsible for meeting with and orienting all coaches annually on Diocesan policies, procedures and expectations, rules and regulations, budgets, athletic handbook, and ensures that all coaches comply with Notre Dame, Diocesan, and TSSAA policies and procedures.
- Ensure the school is in compliance with Title IX.
- Works closely with the staff and site administration to develop and enforce an athletic/academic code of conduct which is consistent with the goals of the staff, administration, school, and the Diocese.
- Verify that all athletes are academically eligible to compete, and that student eligibility is entered in the TSSAA Portal.
- Works closely with the coaches and athletic trainers to schedule athletic physicals, verify that all athletes are medically cleared, and have all necessary medical documentation to participate.
- Provide and maintain adequate practice and playing facilities; meets with coaches to coordinate and establish a schedule for the use of facilities for practices and games; and organizes game schedules for teams.
- Provide supervision and security for home competitions; works with coaches and security to develop a safety/emergency plan for all sporting events and practices and makes sure that game officials are acquired for all home competitions.
- Will be required to perform instruction in appropriately endorsed areas for at least one class period per semester.
- Responsible for development and oversight of Athletic Department budget in conjunction with the Head of School, Assistant Head of School, and Finance Director, approving the purchase of all equipment and uniforms, and ensuring that each varsity coach maintain an accurate inventory of equipment and materials, and file such an inventory with the Head of School at the conclusion of each season.
- Respond to all parent, staff, and community concerns, and serves as a liaison between the athletic booster clubs, coaches, and administration.
- Coordinates athletic banquets, college signings, letters of recommendation, and keeps a record of student accolades. (ex. All-State, school and state records, college/university signees, etc).
- Coordinate the relationship with both foundation schools to enhance the sports programs at all

three schools.

- Perform other duties as assigned.

**Qualifications:**

- Valid Tennessee teaching license with a high school certification.
- Administrative license preferred.
- Three years teaching experience preferred.
- Experience in high school athletics.
- Ability to organize games, coaches' meetings, work with administrative and school teams, and conduct booster club and parent meetings.
- Knowledge of NCAA clearinghouse and TSSAA rules and regulations.
- Such other qualifications as the Head of School may find appropriate and acceptable.
- Highly organized, detail-oriented, and capable of managing a wide range of responsibilities while maintaining a friendly, positive attitude.
- Experience with Word, Excel, and Power Point.
- Knowledge of RenWeb a plus.
- Bachelor's degree and related organizational experience preferred.
- Creative and artistic vision and direction a plus.
- Experience with photography, videography, website content management and design, and social media marketing if possible.
- Outstanding verbal and written communication skills.