

# XAVIER HIGH SCHOOL

*Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent, motivated young men of diverse backgrounds and means. Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor and to deepen their relationship with God. Ultimately, Xavier forms young men who will go forth to transform the world for God's greater glory.*

*Xavier Athletics are an extension of the classroom and Xavier's mission, where there is a mutual respect among players, coaches, and parents. Teamwork teaches humility and sacrifice for something greater than ourselves. Xavier Athletics encourages the development of multi-sport athletes and serves as the physical outlet of the Jesuit ideal of cura personalis—promoting the development of each Son of Xavier's unique athletic talents, challenges, and goals. Coaches and athletic administrators will promote a growth mindset within each student-athlete by creating team environments where athletes challenge themselves both on and off the field of play. This aligns with the "Open to Growth" pillar of the "Grad at Grad," through which students are expected to seek opportunities for self-development while maintaining responsibility for their own growth. Through hard work, Xavier athletes will develop character as part of the larger, collaborative team environment.*

Xavier High School is looking for an Assistant Director of Athletics for the 2023-2024 academic year. The Assistant Director of Athletics reports directly to the Director of Athletics and assists in all duties necessary to operate a successful athletics department. The Assistant Director of Athletics will help supervise 40 teams spread across 19 sports. The Assistant Director of Athletics models the values and mission of Xavier High School in all personal and professional interactions. The Assistant Director of Athletics collaborates with the Director of Athletics to form effective working relationships with administration, coaches, venues and our medical partners.

## **Responsibilities**

- Assist with locating and leasing venues for games and practices; including applying for seasonal field permits at various locations
- Arrange team travel for practices, games & major tournaments
- Oversee all designated athletic spaces in the facilities calendar, including the main gym and student commons
- Promote an environment that ensures constant development and improvement of athletics programs in terms of strength, fitness and relevant skills
- Customize and submit purchase orders for all team apparel, uniforms and equipment
- Maintain and organize internal athletics spaces, including storage areas
- Plan and execute all award ceremonies, and manage the organization of trophies, awards and letters

# XAVIER HIGH SCHOOL

- Show a consistent presence at athletics events, games and school events such as Open House and athletics information nights
- Collaborate with the NYU Medical Staff & Athletic Trainer to remain informed on student-athlete injuries, communicate the athletics schedule and maintain supplies
- Supervise the rental of internal athletics facilities to outside groups and organizations
- Work creatively to maintain the Athletics department budget, and collaborate with the business office to manage vendor cash withdrawals and deposits in a timely manner
- Ensure athletic programs are keeping with the guidelines and rules of the governing body for respective sports
- Oversee the maintenance and care of the bus transportation owned by Xavier and further create and maintain policies for the use of these vehicles by school personnel
- Update the web page and social media content for the Athletics Department regularly
- Display a broad technical knowledge in the area of coaching
- Establish and maintain a professional and open dialogue with the members of the coaching staff, faculty, staff and administration
- Evaluate the structure of current athletic programs and program development, striving for the widest possible student participation in interscholastic sports and athletics
- Foster good school, community, and alumni relations by keeping the community aware of and responsive to athletic programs

This is a full-time, 12-month position with full benefits and a salary range of \$60,000-\$75,000 depending on experience. Work hours will include some evenings and weekends.

Anticipated start date: July 1, 2023.

Interested candidates should submit a cover letter, resume, and three references (who will only be contacted with the express permission of the candidate) in a single PDF file to Mr. Dominic DeFalco, incoming Director of Athletics by Friday, June 2nd via email ([defalcod@xavierhs.org](mailto:defalcod@xavierhs.org)).