

**Position:**

Saint Thomas Academy seeks a dynamic candidate to hire as the Head Varsity Cross Country Coach. This position will be responsible for all aspects of a comprehensive program for grades 6-12.

Saint Thomas Academy is a Catholic private school located in Mendota Heights, MN that offers college-preparatory, military/leadership for male students in grades 6-12. Our Mission – to develop boys into men of character – is our promise to our students, our families, our community, and the world. We accomplish this through the transformative power of an educational and life experience deeply rooted in Catholic faith, traditions, academic excellence, military leadership, and an all-male environment.

Minimum Skills/Qualifications:

- Coaching experience at the high school or college level is required.
- Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- To demonstrate courtesy and respect for all involved in any athletic event: opponents, fans and officials.
- To encourage leadership, initiative and good judgment by the players on a team.
- To recognize that the purpose of athletics is to promote the physical, spiritual, mental, moral, social and emotional well-being of individuals.
- To stress values derived from playing the game fairly.
- An appreciation for the Catholic spiritual and intellectual traditions, and a willingness and comfort infusing the Catholic faith and values throughout the entire program.
- Understands all rules and bylaws put forth by the MSHSL and shows a complete commitment to follow these rules

Responsibilities:

- Hires coaches for all levels of the program
- Hold organizational meetings for team prospects and encourages students to participate

- Communicate effectively and frequently with all stakeholders in the program including, but not limited to, student athletes, families, and coaches
- Organizes all facets of the Cross Country program
- Assess skills and assigns team
- Develop a regular practice schedule and organizes practice time to provide both individual and team development
- Work with the Director of Athletics and Activities in scheduling facilities for practices, events, and performances
- Coach and instruct students, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport
- Observe students, during events and practice to determine the needs for individual or team improvement
- Establish and maintain standards of student behavior and provides proper supervision of team members at all times
- Monitor the academic performance of team members to ensure that eligibility requirements are met
- Work closely with our athletic trainer to help those who are injured and provide a path to return
- Conference with parents/guardians, as necessary
- Follow state, regional, and district regulations governing the program
- Model sports-like behavior and maintains appropriate conduct towards students, officials, and spectators set forth by the standards of Saint Thomas Academy
- Follow established procedures for supplies and uniforms
- Work with the Director of Athletics and Activities to develop a policy for awards and submits a list of award winners at the end of the season in a timely manner
- Participate in special activities to include Parents' Night, Open House, student orientations, banquets, award nights, and pep assemblies
- Maintain eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records
- Model nondiscriminatory practices in all activities
- Participate in required MSHSL training and education
- Understands all MSHSL rules and shows a commitment to always following these rules
- Participate in off-season clinics, camps and program activities as directed by the Director of Athletics and Activities

Qualified candidates should send a cover letter, resume and references to:

Reed Hornung, Director of Athletics and Activities, rhornung@cadets.com and

Deb Berglund, HR Manager, dberglund@cadets.com

or mail to Saint Thomas Academy, 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled