



Newman Catholic Schools

Job Description

Title: Athletic Director (Grades 7-12)

Reports To: Principal & Chaplain of Newman Catholic Schools

Job Summary:

Provide leadership, service, and support to Newman Catholic Schools (NCS) in all aspects of the administration of the high school athletic program. Additionally, oversee and provide administrative assistance to the K-8 Athletic Director in coordination with the NCMS principal.

General Qualifications:

- **Bachelor's Degree** in physical education, sports management, or a related field is preferred.
- Experience and comprehensive knowledge of athletic administration, including WIAA policies.
- Understanding of coaching techniques, equipment management, and athletic program logistics.
- Proficiency in Google Suite and athletic administration software.
- Strong judgment and decision-making skills related to athletic administration.
- Excellent oral and written communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong organizational and multitasking abilities.
- Positive and professional attitude when interacting with the public and NCS employees.
- Adherence to the rules and expectations outlined in the NCS Employee Handbook.

Areas of Responsibility:

Catholic Identity

- Demonstrate commitment to Catholic school philosophy and values.
- Provide leadership in the faith development of student-athletes.
- Uphold and model Christian values in all aspects of athletic programming.
- Support the system's religious education program.
- Develop and enforce athletic codes of conduct aligned with Gospel teachings.
- Ensure that the athletic program upholds the religious and academic mission of NCS.

General Athletic Administration

- Oversee and manage all aspects of the high school athletic program.
- Develop and maintain high school athletic schedules and coordinate practice times.
- Ensure compliance with WIAA regulations and coordinate WIAA tournament events.
- Collaborate with school administrators to prevent scheduling conflicts with academic and extracurricular events.
- Effectively communicate athletic-related information, concerns, and conflicts to NCS leadership.
- Serve as the liaison between the athletic program and stakeholders including athletes, parents, coaches, administration, WIAA, Marawood Conference, and the community.



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Student-Athlete & Parent Coordination

- Verify eligibility of high school student-athletes.
- Mediate athletic-related conflicts between students, parents, and staff.
- Manage athletic registration processes and conduct seasonal meetings for student-athletes and parents.
- Monitor academic progress, attendance, and eligibility of student-athletes.
- Administer academic probation and suspensions related to athletic participation.
- Organize and oversee athletic awards and recognition programs.

Financial Oversight

- Develop and manage the athletic budget in collaboration with the NCS President.
- Ensure compliance with accounting procedures for athletic-related expenses and revenue.
- Oversee ticket sales for athletic events.
- Support the NCS Booster Club in fundraising efforts and goal-setting.

Compliance with Policies & Regulations

- Interpret and enforce WIAA regulations, communicating updates to stakeholders.
- Ensure compliance with WIAA, diocesan, and NCS policies.
- Recommend and implement policy improvements related to athletics.
- Oversee and support the NCS Athletic Committee and Athletic Booster Club.

Meetings & Professional Development

- Serve as the NCS liaison with WIAA.
- Represent NCS at WIAA, Marawood Conference, Mid-State Conference, and WADA meetings.
- Participate in NCS administrative team meetings and relevant professional development activities.
- Provide administrative oversight of the NCS Athletic Committee and Booster Club.

Equipment, Safety, and Transportation Management

- Ensure compliance with Safe Environment policies, Volunteer Driver policies, and related safety protocols.
- Oversee athletic transportation logistics.
- Coordinate pep assemblies with school administrators and faculty.

Athletic Personnel Administration

- Supervise and evaluate all NCS coaches with input from school administrators.
- Conduct formal evaluations of head varsity coaches.
- Ensure that head coaches properly evaluate their assistant coaches.
- Provide professional development opportunities for coaches.
- Organize periodic athletic department meetings with coaches and relevant staff.
- Facilitate hiring and onboarding of new coaches in alignment with NCS hiring policies.
- Maintain and distribute the NCS Coaches Handbook and ensure compliance with WIAA and diocesan expectations.



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- Manage scheduling and compensation for game-day staff, including officials, announcers, and scorekeepers.

School & Community Relations

- Promote NCS athletics within the broader community.
- Assist principals in student recruitment efforts through outreach activities.
- Oversee student-athlete community service initiatives.
- Represent NCS professionally at all athletic meetings and competitions.
- Maintain up-to-date athletic information on the NCS website.

Physical Requirements:

- Ability to stand and walk for long periods of time.
- Occasional lifting and carrying of athletic equipment (up to 30 lbs.).
- Ability to work outdoors and in varying weather conditions for athletic events.
- Ability to travel between schools and athletic venues as required.

Employee's Signature

Date

Administrator's Signature

Date