



ST. JOSEPH REGIONAL HIGH SCHOOL

DIRECTOR OF ATHLETICS

The Saint Joseph Regional Athletic Director is directly responsible to the President and Principal for the overall administration of the Green Knights athletic program. All coaches, as well as support personnel and the Associate Athletic Director, are responsible to the Athletic Director in the exercise of their duties. The mission of Saint Joseph Regional and its athletic department is to educate the Vir Fidelis: the faithful man who will think, lead and humbly serve in brotherhood.

Personnel Responsibilities

- Supervises and evaluates all head coaches, and, with their assistance, evaluates the assistant coaching staff.
- Conducts initial interviews to fill coaching vacancies; makes final decision regarding the hiring and firing of all coaches and athletic staff in conjunction with the President and Principal.
- Conducts pre-season meetings for every coaching staff regarding school and NJSIAA expectations, especially with respect to sportsmanship and student recruitment, specifically addressing harassment, intimidation and bullying.
- Oversees and manages the work of the athletic training staff.

Financial Responsibilities

- Assists in the development of an annual budget for each sport (inclusive of club/booster funds) and the overall operation of the athletic department that is approved by the President and Principal.
- Creates an equitable allocation of resources per program, based on budget, for extracurricular activities (dinners, Senior Day, team outings, etc.).
- Coordinates with the Advancement Office to approve and schedule necessary fundraising events.
- Oversees and manages the school's relationship with the authorized team dealer/vendor.

External Relations

- Serves as liaison between school and internal/external media outlets
- Oversees the management of SJRAthletics.com, is responsible for updated schedules, rosters and news for each program. Works with head coaches to delegate duties to appropriate personnel.
- Oversees live streaming for all SJR teams
- Develops and implements a comprehensive social media plan, with input and assistance from coaches and school staff
- Represents the school at league, county and state meetings and other functions.

Scheduling Responsibilities

- Controls the allocation of the athletic facilities for the individual sports in all seasons.
- Coordinates the scheduling of the school's athletic facilities when they are rented by outside organizations.



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General Supervision and Oversight

- Serves as a member of the SJR Administrative Team, working collaboratively across departments to ensure the mission of the school is being achieved.
- Is present at all home varsity contests as well as designated away contests.
- Is responsible for the discipline and conduct of fans at home contests as well as designated away contests, and an overall environment that values good sportsmanship and fair play. Conduct pre-season meetings with parents of each team to review expectations/consequences.
- Creates an environment in which student-athletes and their families are educated and comfortable with NCAA standards and NIL guidelines.
- Is the final arbiter, when necessary, of conflicts between parents and coaches.
- Responsible for working with the coaching staff and maintenance department to make certain that facilities have been cleaned and equipment has been stored, secured and inventoried.
- Directs the selection of recipients of school athletic awards in accord with established policies and criteria.
- Is responsible for updating annual athletic department publications.

Minimum Qualifications

- Bachelor's degree in administration, management, communications or related field
- Rich administrative experience including management of staff and budgets
- Understanding of high school athletics, New Jersey/Big North preferred
- Comfortable working online with social media and website updates
- Commitment to the development of young men through interscholastic athletics
- Experience with brand management a plus

Contact

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