



*Rigor, Respect, Responsibility*  
**VANGUARD**  
COLLEGE PREPARATORY SCHOOL

**Job Title:** High School Athletic Director

**Location:** Vanguard College Preparatory School – Waco, Texas

**Reports To:** Head of School

**Position Type:** Full-Time; Exempt

### **About Vanguard College Preparatory School:**

Vanguard College Preparatory School is a leading independent school in Waco, Texas, committed to academic excellence, character development, and community involvement. Our mission is to prepare students for academic success and fulfilling lives. Vanguard College Preparatory School is an equal opportunity employer.

---

### **Position Overview:**

The High School Athletic Director provides leadership, oversight, and strategic direction for Vanguard's interscholastic athletic programs. This role is responsible for developing, organizing, and administering a comprehensive athletics program that promotes student growth, sportsmanship, academic achievement, and compliance with school and TAPPS (Texas Association of Private and Parochial Schools) policies. The Athletic Director works collaboratively with administrators, coaches, students, parents, and community stakeholders to ensure a safe, equitable, and positive athletic experience for all participants. Additionally, the High School Athletic Director is expected to serve as Head Coach of at least one high school athletic team each school year.

The Athletic Director oversees all aspects of athletic operations, including staffing, budgeting, scheduling, facilities coordination, and risk management. They serve as the primary liaison between the school and athletic conferences, state associations, and community partners, while upholding the educational mission and values of the school.

---

## **Key Responsibilities:**

### **Program Leadership & Planning**

- Oversee the entire high school athletics program (often grades9-12)
  - Set athletic philosophy aligned with the school's mission and values
  - Develop seasonal sports offerings and long-term program goals
  - Ensure age-appropriate, developmentally focused competition
  - Coordinate with Upper School / Lower School athletic programs for continuity
- 

### **Coaching Leadership**

- Recruit, hire, train, and evaluate middle school coaches
  - Ensure coaches meet school, league, and certification requirements
  - Provide coach orientation, handbooks, and ongoing support
  - Monitor coaching conduct, sportsmanship, and student engagement
  - Facilitate communication between coaches and school administration
-

## **Scheduling & League Coordination**

- Create practice and game schedules
  - Coordinate with other schools, leagues, and athletic conferences
  - Arrange transportation for away games
  - Handle schedule changes, cancellations, and weather decisions
  - Book facilities (gyms, fields, courts) and manage shared space usage
- 

## **Student-Athlete Stewardship**

- Oversee student eligibility (academic, behavioral, attendance)
  - Support student-athlete development and well-being
  - Address student or parent concerns related to athletics
  - Ensure inclusive participation and fair playing time policies (as applicable)
  - Manage team placement and roster sizes
- 

## **Safety, Health & Compliance**

- Enforce safety protocols and concussion policies
  - Ensure proper supervision at practices and games
  - Coordinate athletic physicals, medical forms, and waivers
  - Oversee emergency action plans and incident reporting
  - Ensure compliance with league rules and school policies
-

## **Equipment & Facilities**

- Manage athletic equipment inventory and uniforms
  - Coordinate purchasing, storage, and maintenance
  - Ensure facilities are safe and ready for use
  - Work with facilities staff on setup and cleanup for events
- 

## **Communication & Community Relations**

- Serve as the main point of contact for parents regarding athletics
  - Communicate schedules, expectations, and policies clearly
  - Collaborate with faculty, administration, and admissions (open houses, tours)
  - Promote positive school spirit and sportsmanship
  - Represent the school at league meetings and events
- 

## **Budgeting & Administration**

- Develop and manage the middle school athletics budget
  - Approve expenditures and track expenses
  - Manage stipends or payments for coaches (if applicable)
  - Handle athletic registrations, forms, and record-keeping
  - Assist with fundraising or booster initiatives (common in private schools)
-

## Event & Game Management

- Supervise home games and athletic events
  - Coordinate officials, scorekeepers, and volunteers
  - Handle disciplinary issues during competitions
  - Ensure smooth event operations and positive visitor experience
- 

## Qualifications:

- Bachelor's degree in Sports Management, Physical Education, Education, Athletic Administration, or a related field
- Master's degree in Educational Leadership, Administration, or Sports Management (preferred)
- Previous experience in high school athletics administration or athletic program leadership
- Prior coaching experience at the high school or collegiate level
- Ability to oversee and manage multiple interscholastic sports programs
- Experience supervising, hiring, mentoring, and evaluating coaching staff
- Strong knowledge of state athletic association rules, league regulations, and eligibility requirements
- Proven skills in scheduling games, coordinating practices, and organizing athletic events
- Experience managing athletic department budgets, purchasing, and equipment inventory
- Ability to coordinate transportation, facilities, and logistical operations for athletic teams
- Strong leadership, communication, and collaboration skills with students, parents, faculty, and school administration

- Commitment to student-athlete academic achievement, character development, and sportsmanship
  - Ability to support and promote the mission and values of a private school community
  - Experience with fundraising, booster organizations, and community engagement
  - CPR, First Aid, and AED certification (required or preferred)
  - Athletic Director certification (such as NIAAA) preferred
  - Strong organizational, problem-solving, and conflict-resolution skills
  - High level of professionalism, integrity, and dedication to student development through athletics
-

## Compensation and Benefits:

Vanguard offers a competitive salary based on experience and qualifications, along with a benefits package that includes:

**Full-time Benefits:** Reduced Summer Office Hours (certain weeks off in summer), Vacation Aligns with School Holidays (27-day vacation during school year), Family Supportive Work Environment

- Curative Health Insurance-60% monthly premium company-paid employee only; \$0 deductible, \$0 copay. No costs after premium is paid.
- United Healthcare Dental, vision Insurance
- Company paid United Healthcare Short Term Disability
- Company paid United Healthcare Long Term Disability
- Company paid United Healthcare Life Insurance
- Matching 401K retirement plan up to 3%
- Professional development opportunities
- Generous tuition remission for faculty/staff children

Interested candidates should email a letter of interest in the position, a resume, and five professional references to Mr. Johnny Graham, Head of School, at [hos@vanguard.org](mailto:hos@vanguard.org).