



Position Title:	Athletics Director
Date Modified:	October 2023
FLSA Classification:	Exempt
Reports to:	Head of School
Position Purpose:	Responsible for the overall development and implementation for the athletic programming in grades 6-12 including, but not limited to, procedures, athlete registration, team decisions, equipment and supplies ordering, department budgeting, administration supervision and athletic coaching staff.
Work Hours:	7:30 a.m. – 4:00 p.m. (end time follows athletic's schedule)
Work Calendar:	Full Year
PTO Designation:	Senior Staff (blackout dates may apply)

Description

The Athletics Director organizes and oversees the athletics program ensuring program objectives mirror the school's mission, values and culture. This position oversees the establishment of the athletics program philosophy, procedures and curriculum and works closely with appropriate division and department heads to create and promote balanced extracurricular and sports programming with a focus towards student wellness. The Director supervises the Assistant Athletics Director/Director of Physical Education, the Athletics Trainer, the Fine Arts/Athletics Office Manager, and the coaching staff.

Essential Functions and Tasks

- Organizes and oversees the athletics program ensuring that the program objectives mirror the school's mission, values and culture.
- Oversees the establishment of athletics program philosophy, procedures and curriculum, making changes as needed to ensure overall effectiveness.
- Handles negotiations with Texas Association of Private & Parochial Schools, Houston Junior Preparatory Conference officials, etc. and attends conference meetings as required or as needed.
- Coordinates and oversees the recruitment, selection, supervision, hiring and retention of athletics coaches.
- Directs all aspects of athletics programming and handles negotiations with Conference officials; attends conference meetings as required or as appropriate.
- Assists with the development, implementation and instruction for the Upper School Wellness program as needed. Works with other upper school faculty utilizing an interdisciplinary approach.
- Supervises Assistant Athletics Director/Director of Physical Education, Athletics Trainer, Fine Arts/Athletics Office Manager, and the coaching staff.

- Coordinates sports medicine contract.
- Assist with management of Athletic fields and facilities.
- Coordinates and oversees the recruitment, selection, supervision, evaluation and development of athletics coaches.
- Develops guidelines for athletics schedules as posted on the school's website. Oversees the athletics scheduling work performed by the Assistant Athletics Director to ensure an appropriate competition schedule for each athletics team.
- Works with the chief financial officer to plan an effective annual athletics budget.
- Serves as liaison to the Athletics Booster Club.
- Contacts parents as needed to relay athletic faculty concerns about disciplinary issues with students.
- Oversees the preparation of sports publicity and information materials that enhance participation and accurately informs participants, spectators and the public.
- Oversees athletic materials for the school's website.
- Interact with parents, students, visitors, and all others in a professional manner, and work with others in a collegial manner.
- Adheres to and is well versed in school policies in all areas of student interaction.
- Develops, researches and attends professional development.
- Actively participate in the life of the school where appropriate and relevant to the priorities of the physical education and athletics department.
- Fulfills all qualified duties and responsibilities assigned.
- Collaborates with colleagues and students to resolve scheduling conflicts.
- Responsible for the performance review for employees they supervise.
- Supports the Schools fundraising efforts and activities.
- Knowledgeable about school management software programs.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Manages departmental budgets and provides direction to faculty/staff for professional development opportunities.
- Assists in maintaining congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the Athletics & Wellness department.
- Supports and adheres to school policies in all areas of the school's operation.
- Supports and adheres to all school policies and assists with revisions and updates, when necessary, of the school's athletics program.
- Assists the Head of School and other Senior Leadership team members with school long-range planning.
- Performs other duties as assigned by the Head of School including extracurricular.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.

- Is assessed through the Professional Growth and Evaluation Program and is evaluated by the Head of School.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Employees may be required to work remotely or engage in telework activity as determined at the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree required.
- Minimum 5 years experience as an athletics director is preferred.
- Minimum five years athletics coaching experience in an independent school environment is preferred.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills in athletics.
- Ability to use basic office equipment.

Physical Requirements and Work Environment

- Ability to lift to 50 pounds.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach for a minimum of eight hours per day.
- Ability to work all conditions, both inside and outside including varied extreme outside weather conditions.