



**Job Posting**  
**Athletic Director**

**Job Description:** McQuaid Jesuit's director of athletics oversees all aspects of athletic programming including scheduling, planning, budget preparation, promotion, compliance, and developing and directing all school athletic programs. This position also requires management of all coaches including the hiring, onboarding and performance management/evaluation. In addition, the director of athletics oversees all facility management that relates to athletics.

**Competencies/Skills:**

- Ability to manage people and events in multiple programs and levels
- Strong oral and written communication skills
- An understanding of fundraising and promotional events
- Experience with developing and managing a budget
- Ability to handle frequent scrutiny

**Job Responsibilities:**

Administrative:

- Develops, implements, and coordinates interscholastic athletic program, in collaboration with the principal's leadership team and the president
  - Collaborates with administration, faculty, coaches, and staff to implement improvements to the overall athletic program
  - Serves as a member of the principal's leadership team and represents the Athletic Department to the faculty and staff
- Assesses the school's athletic program on an annual basis to ensure compliance with the school's mission statement and core values and coordinates with the New York State Public High School Athletic Association (NYSPHSAA) to ensure all programs, coaches, and student-athletes are compliant with applicable regulations
  - Identifies athletic program needs each year and orders equipment, materials, uniforms, etc. as appropriate
  - Responsible for the hiring and management of all athletic personnel, including preliminary paperwork prior to hire, new hire paperwork, onboarding, in-season and end-of-season evaluations and assessments and renewal or non-renewal of contracts
  - Directs the overall management of all teams, facilities, and programs, ensuring compliance with the rules and regulations of local affiliations

- Prepares the annual athletic budget, including capital expenditures, for approval by the vice president of operations and the president
  - Approves all financial transactions and monitors all budgetary expenses pertaining to the Athletic Department

Planning and organization:

- Facility use – planning and organization
  - Oversees the organization of an athletic calendar and the scheduling of facility use by all athletic programs for the entire school year
  - Provides for the set up and operations of all home contests
  - Ensures that all equipment and materials are available for all athletic activities as well as maintaining and safeguarding that equipment and materials
  - Monitors athletic facilities for maintenance and upkeep
  - Oversees the scheduling of referees, officials, security, ambulances, and police as necessary
  - Coordinates the coverage and staffing for the collection of gate revenue for all home athletic contests
  - Coordinates the coverage and staffing for the collection of concession revenue for all home athletic contests
  - Ensures all revenue is securely managed and submitted timely to the Finance Office for processing
- Student athlete planning and organization
  - Works in conjunction with the Nurses’ Office and the athletic trainer to ensure all student-athletes have an up-to-date physical examination, signed health triplicate form, and Health Insurance Portability and Accountability Act (HIPAA) authorization form
  - Prepares and maintains current rosters of all athletic teams and ensure that all student-athletes have met the eligibility requirements of both McQuaid Jesuit and NYSPHSAA
  - Collaborates with the dean of academics to plan the presentation of student-athlete awards
  - Supervises athletic activities by attending all or most athletic contests, both home and away

Communication:

- Serves as the primary contact for all communications pertaining to athletics.
  - Demonstrates a commitment to good sportsmanship
  - Maintains open communication with all parents, coaches, student-athletes, faculty, staff, etc. as necessary
  - Distributes and reviews on an annual basis the McQuaid Jesuit Coaches’ Handbook to all members of the Athletic Department

- Regularly communicates with all coaches and members of the Athletic Department throughout the year
- Serves as the liaison between the Athletic Department and the school to positively impact and support McQuaid Jesuit's emphasis on educating the whole person
- Schedules First Aid/CPR certification classes
- Keeps the administrative team and president abreast of any developments in the Athletic Department as well as any potential issues that would affect the school
- Represents the Athletic Department when marketing the school to prospective students
- Works closely with parents to support their sons' respective teams
- Maintains compliance with established branding and communications standards
- Acts as an advocate for the Advancement Office and collaborates to assist in fundraising efforts to benefit the school as a whole

**Education requirements:** Bachelor's degree in education, sports management, physical education, or a related field. Master's degree preferred.

**Experience:** A minimum of 5 years of experience managing sports related or multi-disciplinary work teams or an equivalent amount of head coaching experience.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and regularly requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee will occasionally lift or move items more than 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type and Expected Hours of Work:** This is a full-time, 12-month position. Typical days and hours of work are Monday through Friday, 8 a.m. – 5 p.m. Evening and weekend work is required.

**How to apply:** Candidates should send a letter of interest and a resume, or curriculum vitae to [employment@mcquaid.org](mailto:employment@mcquaid.org) on or before **April 23, 2021**. For more information about McQuaid Jesuit, please visit our website [www.mcquaid.org](http://www.mcquaid.org).