Position Description: Athletic Director

# Catholic Memorial High School

## Responsibilities

Oversee the planning and management of all athletics programs, ensuring alignment with the school's mission and values. Develop and implement policies that promote safety, fairness, and sportsmanship across all sports teams and activities. Coordinate schedules, facilities, and staffing to optimize athletic offerings and resources.  
  
Lead recruitment, hiring, and development of coaching staff, fostering a collaborative and supportive team environment. Conduct regular evaluations to ensure coaching excellence, uphold high standards, and promote continuous professional growth. Support coaches with resources and mentorship to enhance program quality.  
  
Manage the budget and financial planning for the athletic department, including fundraising efforts, sponsorships, and resource allocation. Monitor expenses, oversee equipment purchases, and seek opportunities for sponsorship and partnership to sustain and grow athletic programs.  
  
Promote student participation, leadership, and character development through athletics while encouraging inclusion and diversity. Support student-athletes in balancing academics and sports, emphasizing perseverance, teamwork, and integrity. Oversee athlete eligibility, compliance, and academic performance.  
  
Serve as the primary liaison between the school, league, and community partners regarding athletic competitions, licenses, and regulations. Foster positive relationships with families, alumni, and local organizations to elevate the school's athletic reputation and community engagement.

## Qualifications

- Proven leadership experience in athletic administration, with a strong understanding of high school sports programs and a passion for fostering teamwork, sportsmanship, and student development.   
- Demonstrated ability to build positive relationships with coaches, students, parents, and community stakeholders, promoting a culture of respect and collaboration.   
- Excellent organizational skills with experience managing athletic budgets, scheduling, compliance, and equipment logistics in a dynamic school environment.   
- Commitment to promoting inclusive athletic opportunities that support equity, diversity, and student engagement across all sports and activities.   
- Strong communication skills, both verbal and written, with the ability to effectively present and advocate for athletics at various levels within the school community.   
- Knowledge of safety protocols, risk management, and NCAA or other athletic association standards relevant to high school sports.   
- Bachelor’s degree required; advanced degree or background in sports management, education, or related fields preferred.   
- Flexibility and willingness to work evenings, weekends, and travel for competitions and school events.

## Salary

The salary for the Athletic Director position at Catholic Memorial High School is $85,000 annually. Final compensation will be commensurate with experience, skills, and qualifications. The school offers a comprehensive benefits package, including health insurance, retirement contributions, and professional development opportunities. Housing is not included in this role.