



Position: Athletic Director
Reports to: Head of School

About St. Mary's Academy

St. Mary's Academy is a Catholic High School for young women, founded and sponsored by the Sisters of St. Joseph of Carondelet. Together with the students' families, the administration, faculty and staff are committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. This effort is consistently characterized by respect for the individual, service to the "dear neighbor," academic excellence; preparation for higher education and the empowerment of young women who are inspired to take their places in an ever-changing world. This education promotes the formation and integral development of young women from various backgrounds and cultures and provides opportunities for the development of contemporary leadership while preserving the spirit that has made St. Mary's Academy unique.

Essential Responsibilities

Leadership

- Provide strategic leadership for the entire athletic program, including regularly scheduled department-wide meetings.
- Work with coaches, parents and student athletes to ensure program objectives mirror the school's mission, values and culture, and strive to build a culture of enthusiastic support among all members.
- Develop guidelines and procedures for the operation of the athletic programs in keeping with league and state requirements and ensure that these guidelines are followed.
- Establish a culture within the athletic department that ensures a sense of fairness and equality among all sports.
- Ensure all coaches perform their duties at the highest level of professionalism, including appropriate communication with other offices directed through the Athletic Director.
- Ensure the integrity and fairness of all sports' tryouts and selection processes, including appropriate and timely notifications that honors the dignity of students regarding their selection.
- Collaborate with the Head of School to establish school-wide protocols to create consistency in the public recognition of athletic achievements.

Athletic Program Logistics

- Ensure all coaching positions are filled with competent coaches who are properly trained in all organizational, health and safety, and philosophical aspects of the athletic program.
- Develop and oversee a consistent process for recognition of team and individual athletic achievements.
- Oversee the scheduling of all athletic contests, arranging for athletic transportation, and scheduling of all game officials.
- Coordinates and maintains school-level direct student-athlete recruitment process for the National Collegiate Athletic Association (NCAA) and the National Association of Intercollegiate Athletics (NAIA).

- Ensure the proper maintenance and security of all athletic equipment and athletic facilities, rented fields and courts, working in coordination with the Director of Finance and Facilities.
- Monitors attendance and academic progress of all athletes and prepare squad lists to verify student-athlete eligibility.
- Organizes and manages ticket sales, scorekeepers, gym managers, and other personnel needed during sporting events and assures facility preparation for athletic events.
- Assists in the recruiting, hiring, and annual evaluation of all coaches.
- Supervises and monitors students and supports student retention strategies.
- Maintain and revise the coaches' and athletes' manuals each year and conduct appropriate annual meetings with coaches and families of athletes to review the information and standards in detail.
- Communicates all pertinent information in a timely fashion to the school Principal and other administrators.
- Coordinates weekly study halls and tutorial sessions for student-athletes.
- Assumes head coaching responsibilities in the event of unfilled coaching vacancies mid-season.
- Attend a wide array of off-campus athletic events to demonstrate institutional support for all athletes.
- Develop and manage the athletics budget.
- Serve on the school's Leadership Team.
- Take an active role in professional activities and attend relevant professional meetings and conferences.
- Performs other duties as assigned by an appropriate administrator or their representative.

Professional Presence

- Lead by modeling the school's core values and serving as an exemplar of the mission: treating all stakeholders with empathy, love and care, modeling excellence in your work, prioritizing effectively, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
- Approach your professional practice through a developmental lens, and enthusiastically participate in professional development; seek and apply feedback from leadership and from colleagues in the interest of growth; demonstrate drive and independence in accessing resources to further your own improvement.
- Contribute fully, intentionally, and constructively to the team—the Board, school leadership, and faculty and school staff—in a range of contexts; collaborate with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
- Embrace the team's goals and the results we achieve as the collective responsibility of the entire SMA team; collaborate with colleagues to maximize the team's impact; seek opportunities to push the team, to laugh with colleagues, and to recognize and celebrate the team's accomplishments.
- Exhibit a commitment to equity by providing and targeting every opportunity and resource to obtain comparably high academic and other positive outcomes for every student.

Qualifications

In the spirit of the charism of the Sisters of St. Joseph of Carondelet, successful applicants will embody the mission-commitment (*serve*), intellectual curiosity (*learn*), openness to growth (*live*), [and](#) joy (*love*) that are central to the character of our team. In addition, they will meet or exceed the following requirements:

- Bachelor's Degree required. Masters degree preferred.
- 3 years work experience as a teacher or athletic coach preferred.
- Demonstrated ability to work well with students, staff, and parents in a professional matter.
- Excellent writing and communication skills.

Compensation and Benefits

- Salary is based on internal pay policy, budget, and prior work experience. Average salary of SMA Athletic Director is \$50K-\$70K
- Medical, dental, and vision plan options are covered
- Retirement
- Paid leave
- Teacher Coaching/ Professional Development
- Leadership Opportunities
- Faith Opportunities

Interested candidates should submit a letter of intent explaining your interest in St. Mary's Academy to hr@smabelles.org. Please include ways in which you would contribute to the mission and what elements of your background and experience make you a good candidate for our community.