



Athletic Director Job Description

St. John Paul II Catholic High School is seeking applicants for a full-time (12 month) Athletic Director.

Our Mission

St. John Paul II Catholic High School develops young people in spirit, mind and body to foster a lifelong discipleship of Christ in the sacramental life of the Church. We encourage, challenge, and support each student to learn enthusiastically, lead honorable, and live responsibly.

About the Employer

In one of the most dynamic and growing areas in the country, St. John Paul II Catholic High School (JP II) is also growing and expanding. Operated by the Diocese of Birmingham and a Board of Trustees, JP II offers students a faith-based college preparatory high school curriculum and environment. We serve a growing, diverse and dynamic student body from North Alabama, Southern Tennessee, and abroad on a 55-acre campus surrounded by Research Park, a center for space aeronautical and bio-medical research. Recently, the educational organization NICHE rated JP II as the best Catholic high school in the state of Alabama for the past two years and the sixth best private high school in the state. Other notables include last year's ACT average score of 26.1 (state and national averages are 18.9 and 20.8 respectively); AP test scores that include 34 AP scholars; and \$9.7 million in merit college scholarships. Thus far, this year, we have 7 National Merit Scholars, including 3 semi-finalists; won our first team state championship in Class 4A boys' cross country; and have numerous accomplishments in the fine arts, including 10 state qualifiers for the Trumbauer Festival.

Candidates must possess a bachelor's degree or higher. They must have 3-5 years coaching experience and preferably 3-5 years administrative experience. Candidates should also possess an understanding of Catholic values and have a commitment to uphold them.

The Athletic Director reports directly to the Principal and oversees all aspects of the athletic programs associated with JP II including the following:

- Serve as leader of the high school athletic department and its day-to-day operations, which is composed of an Assistant Athletic Director, Middle School Athletic Director, full time Athletic Trainer and Head Strength and Conditioning Coach
- Build relationships with administration teams at each partner school
- Manage and evaluate head coaches of each program
- Organize and participate in the hiring process of coaching staff
- Ensure coach compliance with AHSAA rules and Diocese of Birmingham policies/procedures
- Athletics Point of contact for families interested in transferring to JP II
- Serve as mediator in disputes between coaches and parents when necessary
- Liaison with athletic training staff on player safety issues



- Develop and maintain safety regulations to minimize risk of injury for all athletes
- Lead fundraising efforts and strategic planning alongside booster club and school administration
- Manage budgets of all athletic programs, including budgeting and procurement of equipment and supplies
- Oversee maintenance of athletic fields and facilities including contracts for some services, working in conjunction with facilities manager
- Organize seasonal awards in conjunction with the head coaches
- Organize annual signing day for senior student athletics competing in college.
- Manage concession purchasing and volunteer efforts for all home event needs related to game day operations
- Manage facility rentals and securing of practice and competition spaces including middle school programs
- Manage utilities, storage, and other factors related to facility rental and usage
- Assist coaches in organizing transportation of teams to game venues
- Lead athletic staff in professional development
- Manage game day operations of all athletic events, including setup, breakdown, ticketing and setting up security and other public safety requirements
- Serve as administrative representative at home athletic events and most away events
- Attend required AHSAA and District meetings and submit required documentation
- Assist coaches with scheduling at the middle and high school levels
- Ensure compliance with Diocesan policies regarding contact with students and travel
- Manage gym, MPR, and practice field schedules
- Manage inclement weather plans for sharing facilities
- Collaborate with Athletic Trainer and Administration on Emergency Action Plan
- Some evening and weekend activities
- Other duties as assigned

Applicants who have the qualifications and expertise are encouraged to apply. Interested candidates should attach a cover letter, resume/CV, and supporting employment information (e.g., transcripts, reference letters, certification/licenses) to Dr. Jeremiah Russell at dolszewski@jp2falcons.org



Job Type: Full-time

Benefits:

- 401(k)
- Dental Insurance
- Health Insurance
- Paid Time Off
- Vision Insurance