



ST. ANNE SCHOOL

JOB DESCRIPTION

Athletic Director

St. Anne School, an independent Catholic school in Laguna Niguel, is seeking an exceptional individual to assume the role of athletics director and physical education teacher. The primary purpose of the position is to oversee, plan and direct the physical education program and all athletic activities for the school, as well as dynamic leadership, vision, and direction for campus-wide athletics, physical fitness and health education.

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, goals of the school, as well as the decisions made by Board of Directors and Administrators.
- Insure the health, safety and welfare of all students.
- Hold in strict confidence all matters pertaining to school.
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attend faculty and administrative meetings as needed.

DUTIES:

- Responsible for ensuring the health and safety of all students in the athletic program.
- Develop, organize, supervise and evaluate the school's physical education, intramural and interscholastic athletic programs.
- Represent St. Anne to the Parochial Athletic League (PAL) and at various state, regional and national athletic associations.
- Schedule athletic contests and secure game officials.
- Attract, hire and supervise qualified coaching staff for all athletic programs, ensuring that they are performing their duties at the highest level of professionalism.
- Ensure that all coaching staff have required current CPR, first aid, concussion protocol training and certifications.
- Develop and provide appropriate training guidelines and materials for coaching staff, ensuring that coaches are properly trained in all organizational and philosophical aspects of the athletic program.
- Plan, coordinate and oversee all school athletic activities including, but not limited to, team sports, summer athletic camps, awards ceremonies, and other athletic events that the school holds.
- In conjunction with the physical education department faculty, provide physical education and health instruction to students in elementary and middle school as scheduled by the school.
- Collaborate with teachers to determine develop and implement effective lesson plans that fulfill the requirements of the school's curricular program.
- Create a safe classroom environment that is conducive to learning and appropriate for the intellectual, emotional, physical and social growth of each student.

- Ensure that the course of study is modified for multiple levels of physical and academic ability and previous experience of students.
- Conduct ongoing evaluations of student achievement through formal and informal assessments.
- Maintain and revise the coaches' manual each year and set up appropriate meetings with the coaches to review the information and standards in detail.
- Maintain student health records in the Athletic office, ensuring that required information is disseminated to all coaching staff as required.
- Coordinate and disseminate information regarding athletic practices, contests and activities to school personnel, students and parents as needed.
- Secure appropriate forms and payments from athletic participants.
- Purchase and maintain inventory of all athletic equipment.
- Oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
- Work with the Facilities Manager to ensure that school grounds meet athletic needs and the proper maintenance and security of all athletic equipment and athletic facilities, fields and courts.
- Coordinate awards activities for all team sports; purchasing awards and team sports photos.
- Maintain records of team and individual athletic accomplishments and submit copies of same to the Marketing department for historical purposes, as well as for the promotion, publication and recognition of athletic programs.
- Prepare, submit, and administer a budget each year to fund the athletic programs of the school.
- Perform other duties as assigned by the Head of School.

MINIMUM REQUIREMENTS:

1. BA degree from an accredited college or university in education or related field
2. Two-four years progressive experience in Athletics
3. Experience coaching elementary and/or middle school age children in a variety of sports activities
4. Outstanding interpersonal skills with a strong customer service focus (internal and external)
5. Strong written and oral communication skills with an ability to effectively communicate with all stakeholders of the school
6. Highly ethical team player
7. High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm, as are interruption
8. Available to work evenings and weekends when necessary.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily in a standard office and gymnasium setting.

Physical: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, lift, carry, push, pull, stoop, kneel, crouch, see, hear and use their hands for fine and gross motor functions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve-month employee

Reports to: Head of School

This is a full time, salaried exempt position. Salary range is commensurate with experience and education. Please send cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.

Revised 6/16/17