

# ST. JUSTIN MARTYR SCHOOL

PASSING ON THE TORCH OF CATHOLIC  
LEARNING, LEADING, AND SERVING



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## PE Teacher/Athletic Director

St. Justin Martyr School is a TK through 8<sup>th</sup> grade diocesan school in Anaheim, California. It offers a rigorous common core curriculum that seeks to prepare students to be life-long learners and leaders. St. Justin Martyr School is seeking a dynamic and qualified person who is deeply committed to further the development of the extracurricular athletic program and the physical education curriculum. The position is for the 2019-2020 school year.

**GOAL:** To provide students an opportunity to participate in extracurricular athletics that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports and teamwork in addition to the principles of good sportsmanship within the context of a faith-filled community.

### QUALIFICATIONS

- Has a strong commitment to and working knowledge of the Catholic faith.
- Demonstrates knowledge and experience in athletic coaching, sport rules, and team building.
- Demonstrates a high level of interpersonal, collaborative, organizational and administrative skills.
- Demonstrates strong leadership skills.
- Demonstrates sensitivity and ability to relate with students, parents, and school staff within a faith-based environment.
- Proficient computer skills.

### ATHLETIC DIRECTOR POSITION:

- 10 month, full-time.
- Organizes and administers the overall program of extracurricular athletics.
- Provides leadership in the selection, supervision, and evaluation of athletic coaches and team parents for football, volleyball, basketball, softball, track, and cheer.
- Assumes responsibility for the organization and scheduling of all extracurricular athletic events (games, practice schedules, pre-season parent meetings, team pictures, awards night).
- Prepares and maintains a master sports calendar.
- Coordinates scorebook, scoreboard, and helpers for all home athletic games.
- Serves as school liaison for Parochial Athletic League to implement and enforce league policies, and fulfill league duties.
- Collaborates with the administration to implement and enforce appropriate rules and regulations governing the conduct of athletic activities in the Parent-Student Handbook.
- Supervises the maintenance of athletic equipment/uniforms and maintains athletic inventory.
- Works as a liaison between administration, parents, coaches and student athletes.
- Considers and organizes a Football Tournament hosted by the school to help with program finances.
- Performs other duties as assigned by the Principal.

### EDUCATION AND EXPERIENCE

- BA / BS degree preferred.
- Minimum 2 years youth coaching experience.

