



Saint Louis Abbey and Saint Louis Priory School

Job Description

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| Position Title: | Director of High School Athletics |
| Department: | Administration |
| Reports to: | Director of the High School |
| Internal Classification: | 11.0 Month |
| FLSA Status: | Exempt |
| Revision Date: | October 2019 |

Purpose: This position is responsible for designing and delivering a comprehensive curricular athletic program for the high school that reflects the school's mission, promotes the development of teamwork, fitness, and skill, and contributes to the overall sense of community and positive sportsmanship. This role will maintain, organize, and administer the overall program of high school athletics, as well as other student athletic activities.

The following duties are regular tasks for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Essential Duties and Responsibilities

- Supports the mission of the Abbey of Saint Mary and Saint Louis / Saint Louis Priory School at all times: To provide a Benedictine, Catholic, college preparatory education of the highest excellence so as to help talented and motivated young men in grades 7-12 develop their full potential as children of God.
- Exhibits professional standards of attendance, punctuality, grooming, language, preparation, and relationship to students, parents, alumni, and colleagues as a member of a faith community in a positive manner.
- Exhibits a willingness and ability to abide by and keep abreast of all lawful by-laws, policies, practices, procedures, or rules of the abbey and school as well as all applicable federal, state, and local regulations. This includes implementing and enforcing athletic department policies that ensure the school operates according to conference, Metro league, and MSHSAA Rules and Regulations.

- Designs and implements an athletic program that promotes personal growth, creates regular opportunities for scrimmages and interscholastic competition, and reinforces the principles of grit, teamwork, and mutual respect.
- Cultivates in students an understanding of and commitment to exercise and physical conditioning, health education, and personal hygiene.
- Ensures that all high school coaching positions are filled with competent and properly trained coaches and assumes a leadership role in the orientation and training of all coaching personnel. Provides ongoing evaluation and management of high school coaches.
- In conjunction with the school's athletic trainer, works to ensure the safety of athletes and to communicate relevant health and fitness information of high school athletes to coaches and to ensure coaches are informed about all relevant health and safety procedures and policies.
- Schedules all interscholastic athletics for the high school.
- Coordinates with officials for all home sporting events.
- Attends a variety and majority of athletic games.
- Oversees the high school physical education program for those not competing in interscholastic athletics.
- Organizes and supervises major athletic events hosted by the school.
- Provides for the distribution and collection, care, maintenance, and organization of athletic equipment, supplies, and uniforms.
- Maintains records of athletic participation and awards.
- Provides the Director of Facilities with a schedule of all practices and home events to ensure field/gym availability and preparation.
- Communicates any concerns with student conduct or learning problems with the parents and administration.
- Coordinates transportation for any off-campus competitions or practices, communicate with parents about these events, and secure permission forms as necessary.
- Reports athletic achievements to the Director of Communications for dissemination to the school and community at large. In conjunction with the Communications office, generates and responds to appropriate media publicity regarding our athletics program.
- Prepares and adheres to an annual athletic budget.
- Represents the school at various state, regional, and national athletic associations.
- Acts in a coaching capacity as needed for both high school and junior school athletics.
- Remains active in the school community at large and specifically participate in committee, department, and staff meetings as well as school-sponsored events that would benefit from your area of expertise.

Skills, Competencies and Mindsets

- Ability to model exemplary adult behavior and school values.
- Openness to continually evaluating our athletic program to address changing needs and expectations of our students and their families.
- Collaborative attitude and ability to lead in a team-oriented environment.

- Effective organizational, interpersonal, and written and verbal communication skills with student athletes, coaches, officials, and colleagues, with a professional and empathetic approach.
- Ability to write routine reports and correspondence.
- Ability to solve problems in a fast-paced environment and to meet deadlines with strict time constraints.
- Ability to provide students with necessary structure to learn to organize themselves as both students and athletes.
- Knowledge of adolescent behavior and child development with the ability to create and maintain an emotionally and physically safe athletic environment.
- Knowledge of Sport and Sound Coaching Practices.
- Approachability with an openness to helping athletes, parents, and other coaches, and the ability to create clear boundaries in the coach/athlete relationship.
- Ability to maintain confidentiality and exercise tact, discretion, and diplomacy in dealing with sensitive circumstances.
- Ability to use Magnus Health, MyPriory, and other software platforms necessary for administrative work.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to frequently work irregular or extended work hours outside of the regularly scheduled school day.

Minimum Qualifications

- Bachelor's degree in athletic administration or physical education, or a related discipline, required; Master's Degree preferred.
- Five years of experience as a teacher and coach is preferred.
- Maintain CPR and First Aid certifications.
- Successful completion of pre-employment and annual criminal background checks.
- Attendance at a Protecting God's Children workshop within 30 days of employment.

Disclaimer: In compliance with the Americans with Disabilities Act, the Abbey of Saint Louis and Saint Mary / Saint Louis Priory School is committed to providing reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. To request a reasonable accommodation, please reach out to the Human Resources Coordinator.