



Athletic Director - Job Description

2024–2025 School Year

St. Michael's School

PART TIME ATHLETIC DIRECTOR

Reports To: Upper School Director

Supervises: Coaches and Athletes

General Description:

The Athletic Director provides administrative leadership for interscholastic athletic programs at the middle school level and the 4th/5th-grade intramural program. This role promotes extracurricular athletics that foster skill development, sportsmanship, teamwork, and an appreciation for various athletic activities among students and adults.

Skills & Abilities:

- Strong leadership to collaborate within an administrative team and support student activities and staff needs.
- Excellent verbal and written communication skills.
- Strong organizational abilities to manage a multi-tasking role.
- Proficiency in Google Suite
- Attention to detail, confidentiality in student/staff matters, and budget management skills.

Performance Responsibilities:

Rules & Regulations:

1. Adhere to all regulations of the Tucson Independent Athletic League (T.I.A.L.), including student lists, schedules, and required documentation.
2. Responsible for the supervision of all student athletes.
3. Assist the Upper School Director in resolving athlete discipline issues.
4. Enforce academic eligibility requirements.

Athletic Administration:

1. Develop and manage budgets for athletic programs.
2. Collaborate with the Upper School Director to enhance athletic programs.
3. Ensure all student athletes meet health and insurance requirements.
4. Verify student eligibility based on school policies.
5. Organize and attend athlete recognition events.
6. Assist in creating the athletic calendar.
7. Assist in recruiting and interviewing coaches with the Upper School Director's approval.

Supplies, Equipment & Uniforms:

1. Maintain an updated inventory of athletic equipment and uniforms.
2. Ensure equipment and uniforms are in good condition and order replacements when necessary.
3. Maintain cleanliness and proper storage of athletic supplies.
4. Distribute and collect equipment and uniforms from coaches using checklists.

Events Management:

1. Schedule athletic facilities for games and practices.
2. Arrange officials for interscholastic events and handle payments.
3. Ensure supervision or representation at all home and away games.
4. Assign staff for home games, including timekeepers, scorekeepers, and custodians.
5. Manage game cancellations and rescheduling as needed.

Communication:

1. Conduct meetings with athletes, parents, and coaches as necessary.
2. Represent the school at quarterly T.I.A.L. league meetings.
3. Ensure athletes and parents understand league rules and regulations.
4. Promote good sportsmanship and create a welcoming environment for visiting teams and officials.

Coach Supervision:

1. Supervise and evaluate all coaches annually.
2. Assist in interviewing and recommending new coaching hires.
3. Report new hires for background checks.
4. Issue athletic contracts.
5. Provide orientation for new coaches.
6. Assist in resolving disciplinary issues involving coaches or athletes.

Terms of Employment:

1. This is a year-round position with flexible hours, including evenings and weekends.
2. Must pass a criminal background check.
3. Verification of health fitness for job performance.
4. Valid driver's license.
5. Athletic Director stipend contract.

Application Process and Materials:

Please submit a cover letter and resume by email to employment@stmichael.net
Consideration of all candidates will continue until an offer is made and accepted.