



Athletic Director

St. Anne-Pacelli Catholic School's Athletic Director oversees all athletic aspects of the school and is responsible for the growth and vitality of the Viking sports community. This includes the hiring of coaches, ordering of equipment, special event planning, budgeting, scheduling and more. The Athletic Director will serve as a role model and mentor for student-athletes and coaches. A candidate must possess strong organizational skills, have experience building successful programs and working cross functionally with administrators, teachers, coaches, student-athletes and parents.

Athletic Director Job Responsibilities

- Administer guidance for sports programming
- Confer with coaches to establish games, events, and practice schedules
- Work with coaches to determine travel arrangements
- Establish conference and league schedules
- Select, recruit, and oversee coaching staff
- Maintain orderly, clean, and safe facilities and equipment
- Generate and file team statistics promptly
- Comply with school, GIAA and other association rules
- Discuss student eligibility with school administrators
- Develop and regulate the budget and appropriate spending for equipment, facilities, salaries, referees/umpires, and more

Athletic Director Qualifications and Skills

- Previous coaching experience or Athletic Director experience at the high school or collegiate level is preferred
- Must be available after school hours and on weekends, for extended periods on weekends, and game days
- Strong interpersonal communication
- Ability to manage relationships with coaches, school administrators, and the public
- Skilled at providing motivation and direction to coaches and student-athletes
- A resourceful leader that delegates tasks effectively
- Conference attendance and ongoing professional development are necessary
- Strong analytical, administrative, and multitasking skills

Education & Experience Requirements

- At a minimum, the candidate must hold a bachelor's degree
- Master's degree preferred
- Five years of athletic, coaching, and teaching experience
- Demonstrated record of successfully managing teams and other coaching personnel
- Knowledge of planning and executing promotional events for athletics
- Reports and works directly with High School Principal

To apply, please email your Letter of Interest and resume to: Carolyn Brewster, High School Principal, cbrewster@sasphs.net.