

# St. Malachy School

## Athletic Director (AD)

### Job Description

#### Qualifications

1. Interested in directing a faith-based athletic program that fosters the spiritual, emotional and physical development of our athletes.
2. Familiar with the fundamentals and rules of the sports we offer.
3. Coaching experience recommended.
4. Possesses organizational skills.
5. Works well with others.

#### General Responsibilities

The Athletic Director serves as a liaison between St. Malachy School and the Office of Catholic Education in matters pertaining to our athletic program. The AD ensures that we are following all local (Rantoul School District), state (Illinois Elementary School Association) and diocesan (Office of Catholic Education) regulations. The AD prepares a list of coaches for approval by the principal. The AD approves all schedules, practices, games and officials. The AD supervises scheduler, coaches, athletes, cheerleaders, volunteers and fans at all athletic events.

#### Specific Duties

##### Principal

1. The Athletic Director reports directly to the Principal.
2. Communicate regularly with the principal regarding issues that concern the athletic program.
3. Consult with the principal prior to publishing scheduled events.

##### Athletic Committee

1. The Athletic Director is an ex-officio, non-voting member of the Athletic Committee.
2. The AD is responsible for providing the chair of the Athletic Committee with information regarding the ongoing needs of the athletic program.
3. The AD is responsible for coordinating special events (for example: pep rallies, awards ceremonies, 8<sup>th</sup> grade night and banquets) with the chair of the Athletic Committee.

## Personnel

### Coaches

1. The AD prepares and submits a list of coaches and assistants for approval by the principal.
2. The AD manages the responsibilities and duties of all coaches and assistants.
3. Coordinate a parent meeting with the coach at the start of each season.
4. Communicate with coaches the discipline and eligibility of athletes.

### Officials

1. Maintain annual contracts with officials.
2. Schedule officials for all athletic events.
3. Send officials weekly reminders.
4. Offer hospitality to officials.
5. Coordinate payment of officials with the School Business Manager.

### Scheduling

1. Schedule all events including games, tournaments, pep rallies, awards ceremonies, and banquets.
2. Post the schedule on the website and update it monthly.
3. Coordinate all practice schedules with coaches.
4. Coordinate use of the gym with the parish and school.
5. Maintain annual contracts with schools.
6. Send schools weekly reminders.
7. Maintain membership and dues with IESA.
8. Prepare and submit applications to host tournaments.

### Events

1. Coordinate availability of cash boxes with School Business Manager.
2. Supervise all athletic events. Arrange for an authorized substitute in your absence.
3. Open / Close the building for all athletic events.
4. Extend / Retract the bleachers for all athletic events.
5. Arrange for set up and storage of sound system, scoreboard, tables and chairs.
6. Retrieve / Secure cash boxes located in parish office safe.
7. Prepare welcome, introduction and National Anthem.
8. Greet guests as they arrive and leave.
9. Serve as clock / score keeper at all home events.
10. Implement First Aid and Crisis Management as needed.

## **Records**

- 1. Maintain statistics books for all sports.**
- 2. Maintain required diocesan liability waivers and driver safety certification.**
- 3. Provide school secretary with regular "news release" for publication in school newsletter, diocesan paper and local newspaper.**

