



Athletic Director at Loretto Academy
(Average: 25- 30 Hours Per Week)

Job Summary

The Athletic Director (AD) is responsible for the direction and management of the overall program of extracurricular athletics for Loretto Academy. They will work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, Texas Association of Private and Parochial Schools (TAPPS) and Loretto Academy requirements. The AD is also responsible for nurturing an environment which is rooted in Catholic faith and true to the core values of Loretto Academy: faith, community, justice, and respect.

Special Knowledge/Skills

- Knowledge of overall operations of an athletic program.
- Knowledge of state and TAPPS policies governing athletics.
- Ability to interpret policy, procedures, and data.
- Ability to manage budget, personnel, and coordinate campus function.
- Strong organizational, communication, and interpersonal skills.

Major Responsibilities and Duties

Program Planning

1. Direct and manage Loretto Academy program and facilities.
2. Inform administrators and coaches of physical and academic eligibility.
3. Requirements for participation in each sport and verify each athlete's eligibility.
4. Maintain an active program that promotes good sportsmanship and student development.
5. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.

6. Plan necessary time, resources, and materials to support accomplishment of Loretto Academy goals.
7. **PERFORM OTHER DUTIES AS ASSIGNED BY SUPERVISOR**

Athletic Events

8. Prepare and approve game schedules.
9. Arrange transportation, lodging, and meals for out-of-town athletic events when necessary.
10. Oversee campus athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities.
11. Oversee process of cleaning, repairing, and storing athletic equipment.
12. Helps coordinate use of athletic facilities by non-school groups.
13. Plan, organize, supervise athletic awards programs.

Student Management

14. Implement Loretto Academy student management policies, communicate expected student behavior related to athletics, and ensure enforcement of Student Code of Conduct and student handbook.
15. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.
16. Serve as advisor/sponsor for student athletic-related clubs.

Policy, Reports, and Law

17. Implement the policies established by federal law, state law, Diocesan, TAPPS rules, and local policy in athletics.
18. Compile, maintain, file, and present reports, records, and other documents required.

Budget and Inventory

19. Administer the athletic budget, ensure that programs are cost effective and manage funds prudently.
20. Compile budgets and cost estimates on documented program needs.
21. Initiate purchase orders and bids in accordance with budgetary limitations and school inventory of school policies.
22. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
23. Approve and forward purchase orders for athletic department to accounting department.

Personnel Management

24. Prepare, review, and revise job descriptions for athletic department.

25. Recruit, select, train, and supervise athletic department personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
26. Evaluate job performance of employees to ensure effectiveness.
27. Develop training options and/or improvement plans for coaches to ensure exemplary operations in the area of athletics.

Community Relations

28. Articulate Loretto Academy's mission and goals in athletics to community and solicit its support in realizing mission.
29. Demonstrate awareness of Loretto Academy and community needs and initiate activities to meet those needs.
30. Use appropriate and effective techniques to encourage community and parent involvement.
31. Support athletic booster club activities.
32. Perform other duties as assigned by the supervisor.

Supervisory Responsibilities

Supervise assigned personnel, including coaches.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent in-city travel and some out-of-town travel; Frequent prolonged and irregular hours; outdoor exposure to sun and heat.

Experience

Three – Five years coaching experience (Head coach experience preferred).

Terms of Employment

This year-long position will be paid an annual salary based upon experience. The number of hours required each week will be between 25-30 hours. Hours may not be regular and depend upon practices, tournaments, meetings, etc. The AD may also need to work during school closures around the athletics schedule.

This position reports directly to Ms. Nancy Tovar, principal of the middle and high school.

Interested individuals should send their resume, letter of intent, and a completed application form to Ms. Nancy Tovar ntovar@loretto.org no later than March 26th, 2024. Interviews will take place in early April. The position starts in June of 2024.