

St. Pius X Catholic School-Houston

Position Summary

- **Title:** Athletic Director
- **Department:** Reports to Principal
- **Classification:** Full time for 2025-2026 school year
- **Schedule:** Monday through Friday, 7:30 a.m. to 4:00 p.m., plus scheduled events with required attendance.

Overview

Brief description of position as stated in this sample:

The Athletic Director is an administrator of the school whose purpose is to provide leadership, oversight, collaboration and cooperation for all athletic programming; consisting of the following sports: baseball, basketball, cheerleading, cross-country, football, golf, lacrosse, rugby, soccer, softball, swimming, tennis, track and field, and volleyball. The Athletic Director is a visible representative of the department and is responsible for the well-being of all athletes, coaches, and key support staff within the department – ultimately ensuring the success of the athletics program. St. Pius X encourages and expects Christian sportsmanship, rooted in the Dominican charism. It is the role of the Athletic Director and his/her staff to instill the mission of the school throughout the program.

Mission

Prayer, Study, Community, Preaching – this is Dominican education at St. Pius X High School. Inspired by *Veritas*, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.

Responsibilities

- Supports and follows St. Pius X High School Mission, philosophy, goals, and policies.
- Provides leadership for the athletic department and places it in the proper educational and mission-centered perspective. The AD organizes, directs, and promotes an interscholastic athletic program that is an integral part of the total educational program.
- Develops specific programs and activities through which the athletic department promotes and requires the proper behavior of all student-athletes, coaches, parents, and spectators at athletic contests.
- Provides clearly defined, written policies and procedures in place for the effective administration of the program. Athletic handbooks for students/parents and coaches should be distributed, communicated, reviewed, and updated annually in collaboration with athletic department personnel and the school leadership.
- Emphasizes the importance of good character and strong academic standing for all participants in the athletic program

- The Athletic Director is responsible for student athletes and for their safety during athletic functions and while on the premises afterwards.
- Maintains an appropriate and public file/display of records, results, and awards.
- Provides an annual inventory of the department, including uniforms and equipment for each athletic team.
- Files annual records of physical examinations for all participants in the athletic program prior to participation including notification to coaches of students who are ineligible due to absence of current athletic physical examination.
- Ensures that prayer and either pledge of allegiance or national anthem commence every Varsity home contest.
- Teaches a load of not more than two class periods unless given a different campus assignment a decided upon by the Principal.

Management

The Athletic Director is responsible for the overall operations of the athletic department. In conjunction with the Principal and President, the AD recommends the hiring of athletics staff, ensuring the completion of contracts, and provides a seasonal or annual performance review. The AD is directly or indirectly responsible for the oversight and job performance of all staff within the athletic department and the accurate/timely completion of all job responsibilities.

League and School Compliance

Ensures the implementation of all league and school rules, regulations, policies, and protocols as defined by the SPX Coaches Manual, St. Pius X Student/Parent/Guardian Handbook, Texas Association of Private and Parochial Schools (TAPPS), Rugby Texas, the Texas High School Lacrosse League (THSLL), and the Texas Girls High School Lacrosse League (TGHSL).

Fiscal Management

Works in collaboration with the Director of Finance to maintain a balanced budget and ensure fiscal responsibility among all athletics staff.

Meetings and Events

The Athletic Director is responsible for attending and coordinating various meetings and events (school, league, TAPPS, signing days, awards celebrations, department, etc.).

Game Operations

The Athletic Director assures all games are operated in a safe and professional manner, compliant with all league and school regulations.

Schedules and Communication

The Athletic Director creates and distributes the following materials:

- Creates the Athletics Game Schedule on a weekly basis – emailed to faculty and staff providing early dismissal notifications
- Creates the Athletics Weekly Notes – emailed to Head Coaches and key staff on a weekly basis
- Publishes the Athletics portion of the SPX Weekly Update (in conjunction with the Associate Director Communications)
- Publishes the Board Meeting update for the Head of School (as requested)
- Approves all game schedules
- Sends reminders and other messaging via Microsoft Teams
- Uploads important athletics documents to Microsoft Teams
- Communicates all league information to coaches

Marketing and Enrollment Management

In conjunction with the Director of Enrollment Management and the Communications Director, the Athletic Director helps drive marketing initiatives to help promote St. Pius X High School.

Athletics College Recruitment

In collaboration with the student's counselor, the Athletic Director complies with NCAA, NAIA, NJCAA requirements and recruiting practices to ensure strong and positive relationships with college and university athletic departments.

Athletics Booster Club

The Athletic Director oversees the Booster Club. The AD attends and serves as school liaison at Booster Club meetings. The Athletic Director serves as a liaison between coaches and the Booster Club. The Athletic Director in collaboration with the President and Advancement office provides written guidelines for the athletic booster club, explaining their role in the program as well as school guidelines pertaining to the School's mission, fundraising, admissions, and marketing.

Facility Use/Rentals

In conjunction with the Facilities Director, the Athletic Director assists with the management of fields and athletic facilities. The AD helps to oversee the personal and private use of SPX facilities and ensures all usage is documented according to protocol.

Summer Camps

The Athletic Director serves as the director for all Sports Summer Camps and ensures all protocols and procedures are followed in accordance with SPX policy

Qualifications and Experience

- Commitment to embrace the Catholic Mission and Dominican Charism at St. Pius X High School.
- Completion of Safe Haven environment training.

- Bachelor's degree in related field; advanced degree preferred.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Professional attitude and appearance.