



ST. MICHAEL'S CATHOLIC ACADEMY

Associate Athletic Director: Job Description

About St. Michael's Catholic Academy:

St. Michael's Catholic Academy in Austin, TX, is a Christ-centered, college preparatory learning community, inspiring lives of service, courage, personal integrity, and intellectual curiosity. We are distinguished by our Catholic tradition, a welcoming and diverse community, excellent academic programs and a variety of extracurricular activities.

Summary of Position:

The school seeks an experienced Associate Athletic Director who is involved in the community and dedicated to carrying out the mission of the school. The school seeks to hire and retain employees who are skilled in their field, involved participants in the community, and dedicated to carrying out the mission of the school. This position is a full time, exempt staff position. The employee will work for 12 months of the year. The hired employee will report to the Director of Athletics.

Job Details:

Responsibilities include but are not limited for the position to:

- Demonstrate a positive attitude towards students, staff and faculty.
- Demonstrate a working knowledge in high-level coaching and administrative best practices
- Knowledge of TAPPS and all that it entails.
- Work collaboratively with the Athletic Director in scheduling, district meetings, and transportation
- Share game administrator responsibilities with the Athletic Director for all sports
- Work collaboratively with the Athletic Director and staff on scheduling and events.
- Demonstrate a successful history of working with young people, be fully committed to the development of a well-rounded student, and have a history of professional interaction patterns with colleagues and parents
- Embrace St. Michael's tradition of athletic excellence, sportsmanship, and competitiveness while ensuring that coaches and athletes understand our goal of overall student wellness
- Be an effective communicator with all the School's constituencies including alumni and parents, and especially its student-athletes and coaches
- Be a servant leader and serve as the Head Coach of all coaches and personnel within the department to ensure the optimum athletic experience for our coaches and students
- Be an innovator willing to attack age-old problems/challenges with fresh new ideas
- Serve as an ambassador and leader among and between other schools and TAPPS
- Demonstrate ability to develop and adhere to budgets, know inventories, and understand each team's specific financial need
- Partner with the school's administration to develop leadership opportunities for students within and beyond interscholastic athletics

Required Experience, Degree and Skills:

- Must have a Bachelor's degree and 5 years of experience
- Positive attitude towards students, staff and faculty
- Strong interpersonal skills and effective communication (written and verbal)

- Exceptional organization, time management and prioritization skills
- Excellent computer skills preferred
- CDL license preferred

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Employee's Name	Employee's Signature	Date