



ST. MICHAEL'S CATHOLIC ACADEMY

Director of Athletics: 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 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 Head of School.

Job Details:

Responsibilities include but are not limited for the position to:

- Demonstrate a positive attitude towards students, staff and faculty.
- Have at least five years of high-level coaching and administrative experience
- Will have 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 competition while ensuring that coaches and athletes understand our goal of overall student wellness
- Champion all athletic programs by being present at athletic competitions, supporting the coaches, and promoting our teams and athletes in the community
- Be an effective communicator with all of the constituencies within the school community 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
- Have the ability to develop and adhere to budgets, know inventories, and understand each team's specific financial need
- Serve as chief risk manager and implement systems of safety oversight with regard to all athletic events and facilities
- Onboard and train coaches so that they are knowledgeable of SMCA policies and procedures
- 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

St. Michael's Catholic Academy is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs. St. Michael's Catholic Academy employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.

Please apply: <https://csssmca.sentrchr.com/?requisition=102>. Please send a cover letter and resume to hsloan@smca.com.

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Employee's Name	Employee's Signature	Date