



# ST. MICHAEL'S PREP

Spirit Coordinator & Head Upper School Dance Coach/Lower School Dance Teacher

## About our School

St. Michael's Catholic Preparatory School is an outstanding co-educational Independent Catholic school serving students from Pre-Kindergarten through 12th grade on two adjacent campuses in Austin, Texas. The Lower School is comprised of PreK 3-4th grades, the Middle School houses grades 5-8, and the High School contains grades 9-12. St. Michael's Catholic Preparatory School 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. Additionally, we are a technology rich school. Thus teachers are expected to demonstrate meaningful skill with technology and an enthusiasm for technological growth in order to create authentic learning experiences for their students. Teachers at St. Michael's Prep further serve as role models that inspire students to critically think, reflect, explore and apply their faith concretely to their lives. We are one community, on two campuses, with three divisions, united in our commitment to put students first as we educate them in mind, body, and spirit.

## Summary of Position:

The Spirit Coordinator is responsible for overseeing all cheer and dance programs for students from PK-12 grades. This role includes planning, organizing, and directing activities related to cheerleading and dance teams to promote school spirit and support athletic programs. The Spirit Coordinator will work closely with students, parents, and school staff to ensure the successful operation of all spirit-related activities.

## Essential Duties & Responsibilities:

- Develop and implement comprehensive cheer and dance programs for students.
- Head Coach of Upper School Varsity Dance Team
- Teach Dance classes at the lower school during school day
- Create and maintain a curriculum that includes skill development, team building, and performance techniques.
- Lead and supervise cheer and dance coaches and assistant coaches.
- Provide guidance and support to students, fostering a positive and inclusive team environment.



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- Plan and coordinate cheer and dance performances for school events, athletic games, pep rallies, and competitions.
- Plan and schedule practice dates, times, and location
- Plan and schedule collaboration practices with programs for vertical alignment
- Plan and schedule parent meetings as needed
- Check-ins on all cheer/dance team practices and classes
- Collaborate with school administration, advancement team, and athletic departments to ensure smooth integration of spirit activities with overall school events.
- Serve as the primary point of contact for parents, students, and school staff regarding cheer and dance programs.
- Frequent communication with all students, parents, faculty/staff.
- Foster positive relationships with parents and community members to support and promote the spirit programs.
- Communication with the IT department for all music/video related purposes.
- Researching and collaborating with companies for uniforms/costumes/music/supplies.
- Relay all purchases for programs to the athletic coordinator.
- Researching programs for competitions/camps.
- Conduct inventory on all spirit program items.
- Ensure all practices and performances comply with school policies and safety regulations.
- Maintain up-to-date knowledge of cheer and dance safety standards and best practices.

## **Qualifications:**

- Bachelor's degree in education, dance, or a related field preferred.
- Previous experience coaching or coordinating cheer and/or dance programs, preferably across multiple grade levels.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal skills.
- Knowledge of cheerleading and dance techniques, safety standards, and competition rules.
- Ability to work evenings, mornings, and weekends as required for practices, games, and events.



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This job description aims to outline the primary duties and responsibilities of the Spirit Coordinator role. It is not an exhaustive list, and the position may require additional duties as needed.

**Application Requirements:**

Please submit an online application for employment and attach a cover letter and resume.

Please send questions to [jmcgee@smca.com](mailto:jmcgee@smca.com)

*St. Michael's Catholic Preparatory School is an Equal Opportunity Employer and offers equal employment opportunity to all applicants for employment and all employees without regard to race, color, religion, sex, gender, national origin, age, physical or mental disability, genetic information, veteran status, military service, application for military service, or any other status protected by applicable law*