

ST. AGNES ACADEMY

1851



ST. DOMINIC SCHOOL

1956

4830 WALNUT GROVE ROAD • MEMPHIS, TENNESSEE 38117

Job Title: Athletic Director

Department: Athletic

Contract Period: 12 Month (Starting July 1, 2020)

Reports to: President

Job Summary: The St. Agnes Academy-St. Dominic School Athletic Director will oversee, manage and coordinate all aspects of our interscholastic athletic programs in grades JK- 12. The Athletic Director is a member of the school's Leadership Team and reports to the President. The primary role of the Athletic Director will be the hiring of exceptional coaches, training for ever-increasing proficiency, and maintaining accountability to cultural and performance expectations. The ideal candidate will possess a strong understanding of TSSAA rules and regulations as the Athletic Director will be expected to keep the school in compliance.

Essential Duties And Responsibilities:

1. Foster the mission of the school in the tradition of the Dominican Sisters of Peace, in conjunction with the President and Deans of the schools.
2. Work in conjunction with the faculty, administration, parents, students, and trustees in making decisions that will further enhance the mission and purpose of the school.
3. Oversee the operations of the athletic program, including all sports from JK – 12th grade and supervise the Assistant Athletic Director(s), trainers and coaches.
4. Assess the effectiveness of the athletic program and ensure that the program is responsive to student needs.
5. Establish a clear and understandable vision for athletes and a commitment to execute strategic goals and vision at all grade levels.
6. Build a positive rapport and collaborate with staff, students, parents, administrators, alumni and community members.
7. Work closely with senior administrative team on capital projects related to athletics; manage contracts and relationships with outside coaches and services.
8. Lead and supervise the hiring, work, and growth of all staff and coaches. Ensure that all positions are filled with experienced staff who are trained in all aspects of the SAA-SDS athletic program.
9. Ensure that the Athletic Staff (Assistant Athletic Director(s), Athletic Trainers and Coaches) carry out their duties with competence and professionalism and make sure that the best possible care is provided to all student athletes.
10. Develop and maintain a coach's manual and set up meetings with coaches to review.
11. Oversee scheduling and organization of athletic practices, games and preseason programming, transportation, logistics and hiring of game officials. Manage campus-wide flexible scheduling of facilities for all grade levels.

12. Oversee the maintenance, cleanliness and security of all athletic equipment and athletic facilities, fields and courts to include off-campus facilities.
13. Oversee the purchase, distribution, collection, cleaning, repair and storage of all athletic uniforms and equipment.
14. Oversee all athletic tournaments held on campus and coordinate the use of the sports athletic complex during the academic year.
15. Facilitate the promotion of school and team spirit by attending athletic events.
16. Set tone of student athletes' "personal best" in competition and sportsmanship.
17. Collaborate with students, parents and college counselors should students want to play at the collegiate level.
18. Attend regular TSSAA, League and other associations and professional organization meetings. Ensure our program remains in compliance.
19. Develop, manage and execute the budget for this department.
20. Perform other duties as coordinated with the President.

Desired Qualifications:

- Bachelor's Degree in athletic administration or related field (Master's Degree preferred).
- Prior experience working with youth in a school, college or parish setting.
- Has an appreciation of and commitment to single-sex education, diversity and serving the needs of a diverse population.
- Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team.
- Experienced at managing a budget and projecting costs for educational initiatives.
- Proven leadership and teambuilding skills; an ability to reach out and develop community; initiative and creativity to develop a challenging, innovative and exciting program.
- Flexibility, energy, creativity, high expectations, a sense of humor and the highest standards of integrity.

Competitive compensation and a full benefits package are available.

St. Agnes Academy–St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

Candidates should email a completed application and their credentials (cover letter, resume and a list of references) to l্লাue@saa-sds.org. The position will remain open until filled.

St. Agnes Academy-St. Dominic School is a Catholic, independent school in Memphis, Tennessee, inspired by the Dominican pillars of Study, Prayer, Community and Service. We have a supportive, familial school connected by a warm, welcoming atmosphere. The school, which offers both single-sex and co-educational programs in grades PK-12, is committed to growing well-balanced students, mind, body and spirit, in a supportive faith-filled environment.