



BISHOP CHATARD HIGH SCHOOL

Director of Athletics

Bishop Chatard High School

The Director of Athletics (Director) advances the Catholic mission of the school through an interscholastic athletics program dedicated to faith formation, promotion of life-long health and physical fitness, the learning and practice of skills necessary to work with others as a team, a sense of fair play and good sportsmanship, and an overall sense of self-worth and accomplishment. As a school leader, the Director is expected to demonstrate a clear and visible commitment to Catholic education, personal spiritual development, and the institutional advancement of the school by his/her promotion of the athletic programs to North Deanery families and presence at school, parent, and development office activities or events. The Director reports directly to, and is supervised and evaluated by, the Principal. The Director, with the support of the athletic department staff:

- Interviews potential coaches with the highest professional standards and commitment to the values of the mission of the school and makes recommendations for hiring to the Principal
- Supervises all athletic program head coaches which includes preseason goal setting, regular meetings to discuss progress toward the goals, and mid-year and year end assessments
- Meets regularly with the Principal to discuss program needs and concerns
- Ensures that head coaches develop and implement quality faith formation plans for their respective programs
- Monitors the academic performance of all student athletes
- Provides student-athletes with all necessary information and forms with regard to application for athletic eligibility
- Ensures that head coaches develop and implement quality North

Deanery outreach plans in their respective programs

- Prepares and publishes a coaching handbook, conducts an annual review of all applicable school policies and regulations with the coaching staff, and ensures emergency medical training for all coaches and trainers
- Is responsible for the school's Athletic Trainer
- Arranges for all necessary medical services and provides opportunities for athletic medical examinations through the school
- Prepares the annual athletic budget for approval by the Principal
- Works closely with the Executive Director of Finance to manage all athletic accounts
- Ensures that the head coaches meet their annual financial goals
- Works with the Vice Principal of School Operations to ensure the security, safety, cleanliness, and functionality of all athletic facilities
- Meets with other administrators to determine the availability of the school facilities before scheduling athletic use
- Directs the coaching staff with regard to the collection, maintenance, storage, and reconditioning of athletic equipment
- Coordinates the practice and contest schedules with the head coach of each sport
- Contracts for officials and schedules other necessary personnel including ticket sellers, scorers, timers, announcers, security, etc. for all home athletic events
- Makes all travel arrangements for away events
- Provides the Executive Director of Marketing and Communications and the Vice President of Institutional Advancement with regular information relative to individual or team achievements
- Represents the Principal in local, regional, and state athletic association meetings and conferences
- Coordinates any city, regional or state tournaments which are assigned to Bishop Chatard as the host site
- Maintains permanent official records of the results of all athletic events and contests
- Approves the recommendations of head coaches for team honors and determines the eligibility of student-athletes for all school letters, numerals and awards

- With the approval of the Principal, schedules and provides access to those who request the use of athletic facilities, including the gymnasiums, training center and outdoor athletic venues by all in-school and out-of-school organizations
- Ensures the necessary supervision and security of the facilities when used by out-of-school groups
- Schedules the use and driver schedules of school vehicles by athletic teams
- Schedules the rental of outside transportation services for athletic teams