

**St. Joseph Catholic School**  
Athletic Director  
Job Description-**DRAFT**

Title: Athletic Director

Responsible to: Principal  
Board of Education

Qualifications:

- Coaching Authorization or Endorsement from the Iowa Department of Education
- Certification of good health signed by a licensed physician
- Demonstrates aptitude for successful fulfillment of assigned performance responsibilities
- Supports and fosters Christian uniqueness of school
- Uses Gospel values as the basis for decision-making

Job Goal: To plan an athletic program consistent with adopted school philosophies, policies and rules and to administrate the athletic program accordingly

Performance Responsibilities:

- I. To keep the school administration informed during the school year of developments in the athletic department:
  - A. Meets monthly with the principal.
  - B. Presents schedule of games and practice times to the principal.
  - C. Notifies principal of meeting with coaches or other administrative concerns.
- II. To present to the board of education at the beginning of each school year (August meeting): a written report which contains an explanation of the goals of the athletic program for the coming year, a report of the state of finances of the athletic department (done in conjunction with the Chargers Organization), a list of coaches for the coming year (to be completed as nearly as possible at that time), and other information or requests which the athletic director thinks necessary to communicate to the Board relative to the general situation of the athletic department.
- III. To present to the board of education, at the end of the school year, a written evaluation of the school's athletic program for that school year according to the goals presented at the beginning of that school year. This is done in conjunction with the Chargers Organization.

- IV. To attend all meetings of the area School Athletic Association and of the Chargers Organization.
- V. To coordinate in the spring of each school year, a meeting with the principal and coaches to evaluate the year's program and project the next year's goals.
- VI. To secure coaching personnel.
- VII. To assign and expect accountability from each coach for each sport, as stated in coaching responsibility contract.
- VIII. To maintain a currently updated inventory of all equipment. This is presented to the principal in the spring.
- IX. To coordinate the school's athletic schedule and physical facilities for use by the athletic department.
- X. To secure game officials for each event or specifically delegate this responsibility to the coach.
- XI. To utilize the Chargers Organization and the principal as an advisory board that communicates in itself and with the athletic director.