



2024-2025
Part Time Athletic Director

General Description

The Athletic Director provides administrative leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for the middle school and 4th/5th intramural program. The Athletic Director promotes extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.

Skills

Requires demonstration of strong leadership skills to work as part of an administrative team, promote and support student activities as well as staff needs, problem solving skills to support student success, service-related people skills, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of office software, student database systems, and office equipment operation.

Abilities

Requires excellent attention to detail and follow through to meet interscholastic athletic responsibilities, significant confidential responsibilities due to student and staff issues, and fiscal responsibilities in the areas of school budget.

Reports To: Upper School Director

Supervises: Coaches and Athletes

Performance Responsibilities

Rules & Regulations

- Follow all rules and regulations of the regional middle school league (T.I.A.L.), including preparing student lists, submitting schedules, and other documents as required.
- Follow all school rules and regulations and school board policy.
- Communicate and enforce that all school athletes will be supervised at all times.
- Work with the Upper School Director in resolving problems of discipline concerning athletes.
- Consistently enforce the athletic academic code issuing grade checks for all athletes and following up with teachers/staff concerning students who violate the code.

Athletic Administration

- Prepare and maintain a budget for interscholastic athletic programs, and assist the facilities supervisor in developing a facilities and grounds budget.
- Prepare reports as required by the administration.
- Work with the Upper School Director to improve the middle school athletic program and 4th/5th intramural program.
- Verify that all participants have a physical examination, proper permission forms, and insurance verifications per school board policy.

- Check student eligibility per school rules and regulations.
- Plan, supervise, and attend recognition programs for school athletes.
- Assist with the monthly athletic calendar in conjunction with the upper school director.
- Perform athletic-related administrative duties during the months of June, July, and August as needed.
- Recruiting and interviewing new coaches with assistance and approval from the Upper School Director.

Supplies, Equipment & Uniforms

- Keep an updated inventory of all athletic equipment and uniforms.
- Keep supplies, equipment, and uniforms in satisfactory condition, and order all new and replacement supplies, equipment, and uniforms when necessary.
- Inspect all athletic areas for cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
- Provide each coach with equipment, team medical supplies, and uniforms prior to the season and ensure that each coach returns all equipment, unused supplies, and uniforms using a checklist.

Events

- Schedule the use of all athletic facilities and fields for middle school athletic games and practices following school procedure.
- Arrange for officials for all interscholastic events and make arrangements for payment of officials.
- Be present, arrange for a school representative, or be on call for all home games, and assign a coach to assume responsibility at all away games.
- Arrange for employees for all home games including timekeepers, scorekeepers, and custodians if applicable.
- Assume responsibility for cancellation of games as circumstances require to protect athletic participants and district resources and rescheduling in the event of cancellation.

Communication

- Conduct athlete, parent and coaches meetings as needed.
- Represent St. Michael's at quarterly league meetings with the T.I.A.L (Tucson Independent Athletic League) .
- Work with coaches to make sure that all student athletes and parents know the rules and regulations.
- Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
- Follow a chain of command of:
 - Athlete/parent to coach
 - Coach to athletic director
 - Athletic director to Upper School Director.

Coach Supervision

- Supervise and evaluate all coaches on an annual basis.
- Assist the Upper School Director in interviewing and making recommendations for renewing and hiring of new coaches.
- Report all hires to the central office for the application and background investigation processes.
- Issue all athletic contracts.
- Provide orientation for coaches.
- Work with the Upper School Director in problems of discipline concerning coaches/athletes.

Working Environment

Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. The job is performed for the most part in a school setting with occasional outside weather conditions.

Terms of Employment

- Year-round position subject to responsibilities of position
- Hours subject to responsibilities of position and may require evening and weekend duty
- 3. Clear criminal background check
- Verification of health to perform job
- Valid CPR certification
- Concussion training
- Valid driver's license
- Athletic Director stipend contract

About St. Michael's School

St. Michael's School in Tucson, Arizona, is an Episcopal parish-affiliated K-8 co-educational day school enrolling approximately 300 students. Located 20 minutes from downtown Tucson in the Harold Bell Wright neighborhood, the historical eight-acre campus was originally designed by the renowned Tucson architect, Josias Joesler, and is shared with St. Michael and All Angels Church. Our historic campus offers a unique setting, where students and faculty alike demonstrate a sense of energy, imagination, and collaboration.

St. Michael's School has nurtured the hearts and minds of students since 1960. As an integral part of St. Michael and All Angels Parish, the School expects and promotes the individual's active commitment to personal integrity, service, and academic excellence. The St. Michael's School community reflects the values of the Episcopal Church and as such embraces cultural, racial, socioeconomic, and religious diversity. At St. Michael's, everyone seeks a broader perspective—an expanded understanding of each other, our community, and the larger world. St. Michael's is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

St. Michael's School is accredited by the Southwestern Association of Episcopal Schools (SAES) and is a member of the National Association of Episcopal Schools (NAES). St. Michael's School is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, national origin, ancestry, religion, sex, gender identity, age, disability, medical condition, sexual orientation, marital status, veteran status, or any other characteristic protected by law.

Application Process and Materials

Please submit a cover letter and resume by email to employment@stmichael.net Consideration of all candidates will continue until an offer is made and accepted.