



Athletic Director Job Description

Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, Jesuit is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational and personal inspiration to our students, toward our goal of preparing "men and women for others."

Jesuit High School seeks a qualified candidate to be the next Athletic Director to oversee a Department which includes an Associate Athletic Director, Athletic Trainer, Athletics Assistant, and 22 head coaches. The Athletic Department is in an exciting moment in its history as it looks to build on a tradition of excellence to expand into a new model of leadership. The Athletic Department supports 59 total teams (22 varsity) and just over 70% of the student population participating in athletics.

Major Responsibilities:

- Ensure athletic facilities are maintained and updated as needed and that teams and coaches have access to facilities including locker rooms as needed.
- In collaboration with the administration and Associate Athletic Director hire, train, supervise and evaluate up to 22 head coaches.
- Represent Jesuit High School athletics in league, state, national, and Jesuit Schools Network meetings and conferences.
- Work with Jesuit's Booster Club program to ensure all teams are supported.
- Responsible for Athletic Department budget including apparel, equipment, facility maintenance, and capital improvement projects.
- Work closely with the school administration, program directors, and faculty to promote a healthy and competitive sports program in the Ignatian tradition.
- Educate the Jesuit community, including parents, faculty and students, about the school's philosophy and approach regarding athletics.
- Working with the Metro League and state level schedule committees ensure all athletic teams have a full schedule each year.
- Build out and develop Jesuit's sports information program; press releases, social media presence, event programs, etc.
- Ensure compliance with OSAA and NCAA athletic and academic rules and regulations
- Support coaching staff with honoring athletes with awards and banquets as well as supporting athletes with scholarship recommendation process and school athletic awards.
- Coordinate and ensure all facets of game management are taken care of including referees, security, concessions, etc.

QUALIFICATIONS:

- Bachelor's degree, experience with athletic management preferred.
- Valid teaching certification, ability to obtain an Oregon teaching certification, or related experience.
- Ability to perform and teach college-preparatory academic writing and research.
- Excellent teamwork, interpersonal, verbal, and written communication skills.
- Satisfactory clearance of a background check and eligibility to legally work in the United States (sponsorship of a work visa or work visa extension not available).

GENERAL INFORMATION

- This is a full-time, 12-month staff position with full benefits. Work hours may vary and will include evenings and weekends. Salary range is \$100K-\$125K based on experience. The Athletic Director also receives a stipend for playoffs.
- This position is classified as a regular full-time exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which includes evenings and weekends.
- Benefits package includes medical, dental, vision, and employer retirement contributions.
- This position will begin work on/about July 1, 2023 to prepare for the school year and is to be completed in accordance with the published school calendar as instructed by the school's administration.
- The Athletic Director will report to the Principal and is the primary administrator of the Athletic Department.
- New faculty/Staff may be asked to or expected to complete some preliminary training and/or engage in preliminary onboarding experiences during the summer of 2023.

Notice of Non-Discrimination: Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.

EVALUATION:

The Principal will evaluate the Athletic Director each year. The evaluation will be based on the duties and responsibilities listed above. Information will be gathered from the administration, faculty, and staff of Jesuit High School.