



Athletic Director

Central Catholic is a four-year, private Catholic high school that has been located in the heart of southeast Portland, Oregon, since 1939. We offer students a transformative educational experience that emphasizes personal growth, critical thinking, academic excellence and service to others. Our team of talented educators and staff provide the curriculum and care needed for students to become the best version of themselves, going on to have a positive, and purposeful, impact on the world. As one of the most diverse private high schools in the region, we foster a feeling of belonging through our shared vision, values and beliefs. At Central Catholic, we teach and model Gospel values, the faith of the Catholic church, and the teachings of Jesus Christ through our comprehensive religious, academic, co-curricular and service programs.

Members of Central Catholic's staff play a critical role in ensuring that every student becomes the best version of themselves, and goes on to have a positive, and purposeful, impact on the world. We have made a strong commitment to promoting diversity of our staff; we encourage individuals from all backgrounds to apply.

ATHLETIC DIRECTOR POSITION PURPOSE:

Central Catholic seeks a full-time Athletic Director (AD) to join its administrative team beginning July 1, 2024. The AD is responsible for building on and growing our championship athletic programs by leading, innovating, and inspiring a positive culture. In addition, the AD is responsible for the administration, communication, and supervision of Central Catholic's participation in the OSAA, Mount Hood Conference. The AD will be a positive and visible presence in the Central Catholic community, actively engaging in the life of the school and serving as a campus ambassador for visiting teams and their families.

Central Catholic seeks an educational leader who understands and utilizes the value of interscholastic athletics as a mechanism for educating student-athletes, as Central Catholic believes that the interscholastic athletics program is an integral part of the total educational structure. Although participation in the program of interscholastic athletics is voluntary, the individual is of prime importance. We believe that participants should have varied sports experiences, commensurate with their interests and abilities and have complete freedom of choice in selecting activities.

Central Catholic believes the Athletic Director must assume a major role in the mentorship of coaches and youth in their charge. An Athletic Director should develop leaders, foster cooperation, and exhibit outstanding sportsmanship for emulation by coaches, parents, and students engaged in activities and/or as spectators. The Athletic Director must insist upon sound academic pursuits, ethical behavior, and good citizenship, and should instill in the participants a desire to win with a display of moderate self-esteem in winning and minimal humiliation in losing. The Athletic Director must serve as a role model in all of these qualities.

The primary aims for interscholastic athletics are the development of desirable traits in the individual, optimal participation, and fulfillment of competitive desires. Winning championships should transpire as an outgrowth of ethical coaching and competition.

This is a 12-month, non-exempt position that follows the academic calendar, reporting to the Principal. Weekend hours will often be required.

Essential Job Functions: (includes but is not limited to)

Responsibilities:

- Lead and oversee all aspects of the interscholastic athletic programs, club sports, and special events.
- Directly manage a team including office staff, coaches, assistant coaches, strength and conditioning personnel, and athletic trainers.
- Develop and maintain annual operating budgets and ancillary accounts from fundraising initiatives.
- Ensure decision-making aligns with district equity guidelines, consulting relevant stakeholders and adhering to district policies.
- Provide guidance to principals and coaches on league activities, rulings, and compliance matters; and ensure compliance with school policy, administration, and regulations set by the OSAA.
- Coordinate athletic functions such as banquets and meetings in collaboration with school staff.
- Work with coaches to manage game, practice, and event schedules.
- Ensure promotion of athletic programs through various channels, including social media and the school website.
- Analyze team performances, identify areas for improvement, and track progress.
- Stay updated on industry events and regulatory changes.
- Coordinate equipment procurement, reconditioning, and storage in collaboration with school staff.
- Maintain facility and equipment cleanliness, safety, and maintenance standards.

- Act as the primary spokesperson for the athletics department.

Athletic Coordination & Management:

- Organize out-of-town trips and playoff arrangements.
- Manage records of conference athletic committee decisions and meetings.
- Collaborate with coaches on game schedules and officiating assignments.
- Supervise athletic programs and select sport programs.
- Coordinate schedules with school administrators and conference commissioners.
- Collaborates with school staff and administrators to assign gatekeepers and workers for athletic contests.
- Ensure availability and readiness of playing arenas and equipment.
- Coordinate with officials and handle payment arrangements.
- Organize tournaments and post-season games.
- Facilitate coaches' attendance at clinics and workshops.
- Manage changes to contests due to weather or other factors.
- Oversee preparation and cleanup of home contests and events.
- Ensure transportation for athletic events and practices.

Student Management:

- Ensure student-athletes comply with policies and focus on character development.
- Verify athlete eligibility in collaboration with school staff.

Policy, Reports, and Law:

- Implement conference and OSAA policies and attend relevant meetings and trainings.
- Maintain records, reports, and documents as required.

Qualifications:

- Master's Degree in sports management, organizational leadership, or related field.
- Previous experience working with high school students, and student athletes, required
- Administrative license and experience preferred.
- Previous experience as a high school Athletic Director preferred
- Ability to negotiate contracts
- Proficiency in social media and collaboration skills
- Ability to effectively serve Central Catholic's vision and mission
- An understanding of the unique needs and strength of adolescents and the needs of student-athletes
- Strong organizational and communication skills
- Ability to work with diverse individuals and maintain confidentiality
- Proficiency in Microsoft Office and Google products

Special Requirements:

- First Aid/CPR/AED Training.
- Familiarity with school-wide learning and management systems.
- Completion of required safety training and certifications.
- Compliance with background checks and fingerprinting.

Benefits:

- Comprehensive medical, dental, and vision coverage
- Flexible Spending and disability coverage.
- Paid time off including personal days, sick leave and holidays.
- Retirement 403(b) plan and life insurance.
- Tuition Remission for Central Catholic High School
- Employee Assistance Program

Other Details:

- **Compensation:** Commensurate with experience
- **Hours:** Full-time
- **Start Date:** July 1, 2024
- **Length of Contract:** 235 days
- **Application Deadline:** May 1, 2024

Application Process: Please email or fax your cover letter, resume, and three letters of reference to Kate Grewell, employment@centralcatholichigh.org or 503.688.1092 (fax).