

Associate Dean of Students – Athletic Director Lehman Catholic High School



POSITION SUMMARY

The Associate Dean of Students – Athletic Director is a one year transitional role that will move into the Athletic Director role in year two. In this role, the Associate Dean of Students – Athletic Director will be responsible for working with the Athletic Director to learn the roles and responsibilities of athletic program oversight and evaluation, coach management, supervision of students in athletic events, athletic communications, licensure and certificate requirements, transportation, and junior high athletic oversight. This role will also serve as assistance transportation supervisor. Additionally, this role will assist the principal in promoting a positive school culture by aiding in the implementation of school spirit and cultural improvement programs identified in the strategic plan both during and after school.

SKILLS AND QUALIFICATIONS

- Authentic excitement about sharing the Catholic Christian faith and ensuring students encounter Christ with a specific focus on athletics and student life.
- Demonstrates a desire to innovate, including a willingness to forge new paths and test possibilities.
- Ability to cultivate and work in a positive team environment.
- Seeks out current and emerging technologies that enhance effectiveness of strategies and tactics.
- Ability to build great rapport with students, coaches, and parents.
- Ability to assess athletic and student life programming in relation to meeting identified strategic initiatives and cultural values.

MAJOR DUTIES

Assist Athletic Director in oversight and improvement of high school and junior high athletic programs including but not limited to:

- Oversight and assessment of head coaches along with Junior High Athletic Director.
- Ensures that all students are familiar with provisions of the Athletic Handbook, and that both parents and student athletes have acknowledged receiving the handbook.
- Empowers coaches and staff to understand and act within their appropriate level of responsibility.
- Maintains positive and open lines of communication with students, parents, staff, and other administrators in line with identified cultural values.

- Responsible for ensuring compliance of the coaching staff with Rule 3301-27-61 of the Ohio Administrative Code.
- Responsible for scheduling all athletic contests for the high school, and for all teams playing under the Lehman Junior High Athletic Programs.
- Ensures that transportation is available for all athletic contests, and that drivers are qualified/certified
- Coordination of physicals for all athletes and maintenance of a permanent record of those physicals.
- Ensures that all coaches have proper certification/licenses; assists coaches in obtaining proper certificates
- Ensure field maintenance and oversee off-site field contracts and arrangements including establishing necessary EMS and fire protection (where applicable).
- Secures qualified officials for all contests.
- Oversight of Athletic budget and assistance with the principal and setting and executing budget priorities.
- Assisting Athletic Director in day-to-day discipline as needed throughout the school.
- All other duties as assigned.

Assist the Principal in growing positive school spirit, teamwork, and innovation among the faculty and students. Responsibilities include but are not limited to:

- Assisting in the development and execution of a calendar of school-day events targeting growth in school pride and school spirit
- Assisting in the development and execution of teambuilding activities for faculty and staff.
- Coordinating with faculty the leadership of extra-curricular activities and class oversight.
- Coordinating and leading major after school events including homecoming, prom, and other activities agreed upon by school administration as needed to build school spirit, teamwork, and innovation.
- All other duties as assigned.

SUPERVISION RECEIVED: This position will report to the Athletic Director with a dotted line to Principal. This position participates as a member of the Senior Leadership Team of the School

SALARY/BENEFITS: Based on education and teaching experience.