



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 to join its administrative team beginning July 1, 2024. The Athletic Director is responsible for building on and growing our championship athletic programs by leading, innovating, and inspiring a positive culture. In addition, the Athletic Director is responsible for the administration, communication, and supervision of Central Catholic's participation in the OSAA, Mount Hood Conference. The Athletic Director 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.

The Athletic Director is a critical educational leader on campus, who understands and utilizes the value of interscholastic athletics as a mechanism for educating student-athletes. 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):

Program Planning:

- Administer all interscholastic athletic programs and departments as well as club sports programs.
- Oversee direct report staff members including athletic office staff, coaches, assistant coaches, the strength and conditioning coach, and the athletic trainer.
- Manage and maintain an annual operating budget, as well as ancillary accounts created by various fundraising initiatives.
- Implement the district equity lens in decision-making, consult with appropriate shareholders before making a decision, and adhere to district policy in all decisions.
- Assist in informing and advising principals and coaches regarding league activities, rulings, interpretation, and district committee actions.
- Assure compliance with the rules and regulations of the athletic program as established by school policy, administration, and the OSAA.
- Collaborate with school staff and administrators to coordinate all athletic functions such as athletic banquets, and other athletic meetings.
- Coordinate with coaches on game, practice, and event schedules.
- Ensure strong promotion of athletic programs through social media and the school website, ensuring alignment with brand standards and core messaging.
- Track and report on each athletic team's progress by analyzing past performances, recent successes, and areas for improvement.
- Maintain an awareness of industry events and changes, such as regulation changes.

- Collaborate with school staff, coaches, and administrators to coordinate the purchase, reconditioning, and storage of athletic equipment.
- Inspect facilities and equipment for cleanliness, safety, and upkeep.
- Serves as director of special events and promotions for the athletic department.
- Work with coaches and school staff to schedule and conduct pre-season meetings for all sports as required by the OSAA and Mt. Hood Conference.
- Approve the purchase of necessary equipment and facility upgrades.
- Collaborate with Mt Hood Conference Athletic Directors and other area Athletic Directors
- Serve as the primary spokesperson for the athletics department.

Athletic Events:

- Schedule out-of-town trips and playoff negotiations.
- Assist in maintaining records of the conference athletic committee actions, rulings, and meetings.
- Consult with coaches regarding game schedules and officials' assignments.
- Supervise athletics and select sports programs.
- Coordinate all schedules with the school administrators and commissioner of the conference.
- Collaborate with school administrators to assign and supervise all gatekeepers and workers for all athletic contests.
- Collaborates with school staff and administrators to examine all playing arenas to see if they are available and ready for play.
- Obtain and coordinate playing arenas when there are needs for practice and/or to use as game sites.
- Coordinate with school staff and administrators to confirm the availability of sports equipment that is needed for the game.
- Arrange for payment of all game officials.
- Collaborate with school staff and school administrators to arrange for all the changes that are needed for all gatekeepers.
- Coordinate all tournaments and post-season games with the school staff and school administrator who oversee athletics for the participating school.
- Coordinate the attendance of coaches at coaches' clinics and workshops.
- Coordinate with the sites on any postponement of contests because of weather or other factors.
- Collaborates with school staff, coaches, and school administrators to coordinate the preparation for all home contests and events; supervises or directs cleanup after contests.
- Collaborate with school staff and coaches to coordinate transportation for all athletic events and practices requiring travel.
- Oversee the scheduling of all athletic programs, including officials, transportation, emergency medical personnel, and contest management staff.

Student Management:

- Coordinate with school staff, coaches, and administrators to ensure that all student-athletes comply with all policies; and ensure a focus on their development as people of character.
- Collaborate with the school staff, coaches, and administrators to verify the eligibility of all athletes before participation.

Policy, Reports, and Law:

- Implement the policies established by Mt Hood Conference and OSAA, and other local policies in the area of athletics and attend all OSAA and Mt. Hood Conference Athletic Director meetings and trainings.
- Compile, maintain, file, and present all reports, records, and other documents as required.

QUALIFICATIONS:

- Master's Degree required, preferably in sports management, organizational leadership, or a related field
- Administrative license and experience preferred
- Experience with high school students required
- Previous experience as a high school Athletic Director preferred
- A collaborative and collegial approach to work
- Desire to fully engage in the life of the school and community
- Ability to negotiate contracts
- An understanding of the unique needs and strengths of adolescents and the unique needs of student-athletes
- Knowledge of and ability to apply interpersonal communication techniques (responsive, follow-through, etc)
- Ability to understand and work with individual differences through culturally responsive practices
- Strong organizational skills and self-managed/motivated individual
- Balances compassion, empathy, and accountability while effectively serving the vision and mission of Central Catholic
- Proven ability to maintain a high level of ethical behavior and confidentiality when dealing with student-athletes and staff information
- Effective oral and written communication skills; an understanding of social media and best practices for using it to advance goals of the department.
- Highly skilled in the use of all Microsoft Office and Google products (Word, Google Docs, Excel, PowerPoint)

SPECIAL REQUIREMENTS

- First Aid/CPR/AED Training
- Utilize school-wide learning and management systems including PowerSchool and Canvas
- Maintain all required safety training: Active Shooter Training, CASE, etc.
- Maintain Blood Borne Pathogen Training
- Maintain Medicine administration training
- Maintain CASE train the trainer training
- Ability to comply with all Archdiocesan required training and certifications, as well as ASEP/NFHS and coaching certifications.
- The person employed for this position must be able to verify identity, and employment authorization, complete a background check, and complete a fingerprint check

BENEFITS:

Central Catholic is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental, and Vision coverage for the employee at no cost
- Option to Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term and Long-Term Disability (Employer Paid)
- Personal Days and Sick Leave
- Holiday Pay
- Retirement 403(b) plan
- Paid Jury Duty
- Paid Bereavement Leave
- 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).