

Director of Athletics
Job Description
FLSA Status: Exempt

MISSION

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School (BLHS) promotes the development of the total person by bringing together a diverse community in a rigorous college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

SUMMARY

Bishop Lynch High School seeks a mission-driven professional who will serve as Director of Athletics. Reporting to the Assistant Principal for Student Formation, the Director of Athletics will be responsible for providing exemplary leadership in the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to develop young men and women in a high school setting “who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints” (Miller, p. 20).

SKILLS REQUIRED

Qualified candidates will be able to perform the following duties at an exemplary level:

- Promote the ideals and vocabulary of Intentional Discipleship in a college preparatory setting
- Provide leadership, oversight, and management of all aspects of athletic programs
- Inspire and cultivate leadership in others
- Ability to cultivate a culture of leadership and accountability
- Ability to effectively resolve conflict
- Demonstrate proficiency in financial management and fiscal accountability
- Ability to work with other professionals in a spirit of collaboration
- Communicate effectively with all stakeholders of BLHS
- Apply management strategies and support to others using the principle of subsidiarity
- Be flexible, adaptable, and open to new learning and growth
- Cultivate and maintain high levels of trusting relationships with others through openness, benevolence, reliability, competence, and honesty
- Use highly effective strategies to give and receive feedback to support program effectiveness
- Actively promote the formation of students and leadership development through the school's athletic programs

AREAS OF ACCOUNTABILITY AND RESPONSIBILITY

- Foster positive relationships with Texas Association of Private and Parochial Schools (TAPPS), TAPPS schools, athletic directors and abide by the rules and regulations established by TAPPS
- Communicate with stakeholders regularly through official school communications
- Oversee a program of student formation in the athletic department that engenders responsibility, respect, and compassion
- Supervise and provide leadership formation for coaches and members of the athletic staff
- Effectively implement research-informed organizational management strategies
- Maintain a high level of ethical behavior and confidentiality

JOB EXPECTATIONS

- Effectively manage all aspects of the athletic program
- Provide spiritual leadership for all coaches and members of the athletic department
- Follow all applicable laws, policies, regulations, and procedures in the effective operations of the athletic program
- Manage all aspects of athletic staff recruitment, onboarding, offboarding
- Provide effective leadership training and development for all professionals who are part of the athletic department
- Supervise the implementation of best practices and research-informed policies and procedures to promote a safe environment for student-athletes, coaches, and visitors
- Promote the role of athletics in the overall program of student formation
- Oversee the procurement and organization of all athletic equipment and storage spaces
- Collaborate with other departments and personnel at BLHS to promote the school's mission and to support effective operations of the athletic department
- Collaborate with other school professionals in decisions regarding coaching personnel decisions
- Provide leadership for the effective operations of all athletic events including, but not limited to ticketing, safety, supervision, concessions, hospitality, and officiating throughout the calendar year, including summer camps and practices
- Effectively manage and strategically plan for all aspects of the budget process plus ensure funds are spent appropriately and within budget
- Use the school's long range planning procedures to plan for athletic capital improvements
- Identify and modify factors in the athletic facilities that affect effective, efficient, and safe operations, equipment, and facilities
- Build coalition and collaborate with all stakeholders within the community, including parent support groups
- Work collaboratively with athletic directors of other similar institutions to share best practices
- Build positive relationships with vendors that serve the needs of the athletic program
- Collaborate with the admissions department to represent athletics at events that offer an opportunity to promote the athletic department and interviews as an integral part of the admissions process

- Collaborate with the communication department and the Sports Information and Social Media Specialist to promote all sports teams equitably with BLHS brand consistency
- Serve as an ambassador of the BLHS athletic program to partner schools by personal presence
- Supervise the coordination of schedules of BLHS athletic events, local feeder schools, club team use and rental of athletic facilities
- Supervise and provide leadership for all aspects of the college recruiting and signing process for student-athletes enrolled at BLHS
- Participate regularly in professional growth opportunities to strengthen leadership capacity
- Work collaboratively as a member of the Student Formation quadrant
- Keep the Assistant Principal for Student Formation informed of student issues and other relevant matters pertaining to the athletic program
- Perform other duties as assigned by the Assistant Principal for Student Formation

QUALIFICATIONS

- Ability to build and effectively manage teams of professionals
- A high level of interpersonal skills and the ability to handle sensitive and confidential situations in a professional manner
- Ability to demonstrate poise, tact, and diplomacy
- Exemplify a “can do” spirit with confidence and a positive attitude
- Exhibit a strategic mindset in decision making
- Excellent oral and written communication skills
- Must be able to discern among competing priorities, separating what is essential from what is non-essential
- Demonstrated leadership skills
- Availability to work after school hours and special events
- Ability to travel to athletic events

Preferred qualifications include:

- Be a Catholic in good standing with the Catholic Church
- Be familiar with the principles of the *Play Like A Champion Today* program
- Be familiar with rules and structure of the Texas Association of Private and Parochial Schools
- Possess an M.A. degree with a minimum of 3 years’ relevant school leadership experience, including direct responsibility for personnel, budgeting, and organizational management
- Have prior head coaching experience in a school setting, preferably in a Catholic school
- Have prior experience directing a sports program in a school setting, preferably in a Catholic school

Please send the following 2 items to resume@bishoplynch.org:

1. Current resume
2. Statement of athletic philosophy (250 words or less) that answers:
“How does an athletics program contribute to the overall formation of student-athletes in a Catholic high school?”