



## ST. BERNARD SCHOOL

252 East Bridge Street – Breaux Bridge, LA 70517

Tel. (337)332-5350 – Fax (337)332-5894

### JOB DESCRIPTION AND QUALIFICATIONS

#### ***Job Title: Director of Athletics***

#### ***Summary:***

The full-time Director of Athletics is responsible for the overall management, coordination and evaluation of the athletic program. The duties and activities directed by the Athletic Director are an effort to provide for the education and growth of the whole person within the mission and philosophy of Catholic education at St. Bernard.

***Summary:*** Reports to the Principal

***Supervision Given:*** Students, coaches, volunteers, and parents

#### ***Responsibilities:***

1. Cultivate a comprehensive athletic program that promotes the growth of Catholic virtues
  - a. Ensure all coaching staff is in good standing with the Catholic Church
  - b. Provide coaching staff with resources and support to cultivate catechetical opportunities within teams
2. Maintain all financial records and implement strategies and programs to keep the athletic program fiscally within the budgeted funds for the year
3. Coordinate all scheduling for each of the athletic teams including practice and game competition ensuring equitable availability for all
4. Maintain and update policies and procedures for participants, parents, and coaching staff.
5. Produce and oversee all proper communication to students, parents, faculty, and staff concerning athletic program information including but not limited to
  - a. Advertisement of team sign-ups, deadlines, and coaching opportunities
  - b. Schedules
  - c. St. Bernard Athletic Program policies and procedures
6. Maintain and take inventory of all athletic equipment and uniforms belonging to SBS.
7. Maintain any athletic facilities on campus and/or used by SBS. Maintains the school fields and gym in preparation for sporting events
8. Assess and make recommendations to school administration concerning any facility needs and possible areas of improvement
9. Ensures all coaches are provided and receive the necessary training in reference to but not limited to: Safe environment training, heat index, comply concussion policy, thunder / lightning policy, and cardiac arrest law for the state of Louisiana
10. Ensures all programs comply with the requirements of athletic governing bodies in which SBS associates
11. Administers and maintains all necessary athletic records: eligibility, permission forms, medical forms, releases, insurance forms, injury records, incident reports, etc.
12. Work directly with the Director of Student Services to coordinate the involvement of

- other possible clubs and organizations with the athletic program
13. Attends the majority of the school's sporting events
  14. Establishes and maintains positive and appropriate relationships with parents/guardians
  15. Establishes and maintains positive and appropriate relationships with students
  16. Develops, coordinates, and implements an appropriate recognition program for student athletes

*The above list reflects the general details considered necessary to describe the primary functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job, or assigned by supervisory personnel.*

***Qualifications:***

1. Bachelor's degree from an accredited university
2. Coaching and/or administrative experience preferred
3. Teaching experience is preferred
4. Effective leadership, organization, and communication skills
5. Ability to work cooperatively with others

***Working Conditions, Physical Requirements, and Environment:***

1. Must be proficient in the use of Microsoft Office Suite
2. Lift objects weighing up to 35 lbs.
3. Carry objects weighing up to 35 lbs.
4. Standing for up to five hours at a time
5. Working outside for extended period of time
6. Stooping and bending on a regular basis
7. Push or pull carts and other objects
8. Ability to reach and grab objects
9. Manual dexterity and fine motor skills
10. Ability to identify and distinguish colors
11. Ability to hear