

## Athletic Director & PE Teacher Job Description

Name: \_\_\_\_\_

School Name: St. Peter the Apostle Catholic School City: Fort Worth, TX

**Job summary:** The Athletic Director fulfills the mission of the Catholic school by assisting the administration in the development of an athletic program to promote student health, athletic skill, and safety. The Athletic Director has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

### Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Plans, organizes, and implements a comprehensive athletic program for students
- Provides for the safety and well-being of student athletes by implementing safety guidelines and training of coaches and students
- Maintains, updates, and distributes athlete and coach handbooks annually
- Implements annual parent information and coach training sessions
- Ensures that all athletes have completed annual physicals , release/hold harmless forms, and registration prior to participation
- Ensures that all coaches are compliant with EIM guidelines for the Diocese
- Ensures the school's compliance with league regulations and attends required meetings
- Maintains athletic inventory and coordinates the ordering process for new equipment and uniforms
- Maintains the school's athletic calendar in coordination with the master school calendar
- Attends and supervises all on-campus athletic competitions, and ensures supervision of all off-campus events
- In conjunction with the principal, supervises, hires, and evaluates all coaches formally and informally
- Maintains current and accurate records according to school policy
- Communicates efficiently regarding registration, team assignments, schedules, and participation requirements
- Communicates with administration/faculty regarding need for early dismissals, field, and gym use
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

### Important job functions:

- Collaborates with peers to enhance the work environment and support program planning
- Conferences with parents upon request and responds to messages in a timely manner
- Serves as a liaison to the Booster Club and advises regarding their activities, rules, and regulations
- Keeps abreast of current athletic and safety information through membership in relevant associations
- Participates in school-wide activities, including liturgical or prayer services

### Minimum qualifications:

Education/Certification:

- Bachelor's degree in Education or related field

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- Current CPR/AED certification and first aid training
- Teacher's or coaching-related certification

### **Experience**

- Experience in education, coaching, or related field

### **Knowledge, abilities, and skills:**

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of the physical fitness and skill levels of adolescent physical development
- Knowledge of coaching techniques and rules of sports
- Knowledge of equipment procurement and maintenance
- Able to work independently and self-motivate
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in motivating and engaging student athletes
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

### **Working Conditions:**

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to teach a minimum of a full school day
- Required to work in standard gym, field, and school conditions

### **Mental/Physical Demands:**

- Required to lift or carry athletic equipment and furniture to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

**FLSA classification:**  Exempt  Non-exempt (hourly)

**School classification:**  Full-time  Part-time  
 Temporary  Other/seasonal

### **Employee Certification**

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a "work at will" state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

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By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_