

Job Description: Part-Time High School Athletic Director

Reports To: Building Principal

Supervises: Athletic coaches

Functional relationships: Works closely with Kansas City, Missouri Police Department, Guadalupe Centers Inc., First Student Bus Company, Kansas City Parks and Recreation, the Missouri State High School Activities Association, and other Athletic Directors.

Job Summary: The Director of Athletics provides administrative direction and oversight for all athletic staff, programs, facilities, and activities. The director is responsible for ensuring compliance with all state, district, and conference athletics regulations, administering departmental funds and accounts in a fiscally responsible manner and sustaining a culture of sportsmanship, professionalism and respect at all levels. The director also collaborates with school administration on a frequent basis. Frequent nights and weekend work and in-season travel required. The director provides leadership, collaboration, and coordination of the high school athletic program.

Qualifications:

- Minimum of three years coaching and teaching experience preferred with highly rated performance evaluations.
- Strong organizational skills.
- Strong written and oral communication skills.
- Ability to develop, organize and implement programs.
- Master's degree or higher.
- Administrative experience preferred.

Major duties: The responsibilities of the Director of Athletics shall include, but not necessarily be limited to, the following:

- Coordinates the 9-12 athletic program in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.
- Initiates the recruitment and selection of coaches and makes employment recommendations to the building principal.
- Supervises and evaluates all coaches at the high school level.
- Schedules all high school athletic contests, issues contracts for the contest, and maintains the proper and necessary records.

- Ensures officials are scheduled and contracts are issues for all high school contests. Maintains an active file of officials under contract and submits timely Purchase Orders for payment of officials following the contact.
- Arranges transportation for all away high school contests.
- Supervises the preparation and verifies all athletic eligibility lists.
- Responsible for documenting, collecting, and keeping student physicals.
- Supervises high school athletic contests and acts as the host to officials and visiting schools.
- Arranges for and oversees the supervision of contest employees and volunteers who work the athletic contest.
- Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the building principal. *Orders all equipment and maintains a current inventory of all athletic equipment.*
- Advises and ensures all coaches conform to Board, MSHSAA, league policies, regulations, state, and federal laws. Attends league and district meetings. Ensures all coaches have successfully completed required in-service programs.
- Supervises and is responsible for preparation of home contests.
- Provides leadership for and serves as liaison to high school athletic booster groups and coordinates, with the coaches, the support group for specific athletic programs.
- Other duties as assigned by the Superintendent and or his/her designee.
- Acts as the school liaison with MSHSAA.

Application Process: If you are interested in applying send your resume and letter of interest to opportunities@guadalupecenters.org. If you would like to learn more about the schools before applying please visit us at <http://www.guadalupecenters.org>

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