

Director of Athletics

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. The Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The Director of Athletics is directly accountable to the Headmistress and works with the Upper, Middle and Lower School Division Heads to ensure that the athletic program reflects the GOALS and CRITERIA of Sacred Heart education. The Director of Athletics oversees the strategic plan for the athletic department, providing motivation and direction for the school's program. He/She works with the Headmistress and staff on fund-raising and related institutional advancement efforts. Additionally, this individual works on the Senior Administration Team, with multiple coaches, and an Associate Athletic Director. The Director of Athletics must possess excellent skills of organization, communication and collaboration, effectively facilitating relationships with students, coaches, school personnel, and the public.

This individual will be responsible for:

Personnel

- to provide collegial leadership of the coaching staff.
- to recruit and maintain an elite level coaching staff.
- to implement administrative policies regarding the employment of coaches.
- to assign coaching responsibilities and provide appropriate professional development for coaches, including films, workshops, clinics, etc.
- to hold regular athletic faculty meetings.
- to hold regular parent team meetings
- to supervise and evaluate coaching performance and "field" management.
- to mediate parent-coach and athlete-coach conflicts.

Program

- to oversee the athletic program with "hands-on" leadership.
- to review, evaluate and revise the program yearly, as necessary.
- to plan, edit, and enforce the Athletic Handbook.
- to coordinate special programs, such as the athletic awards banquet, Hall of Fame, etc.
- to oversee all game schedules and to schedule for off-campus coaches.
- to coordinate on-campus tournaments, clinics, workshops, etc.
- to publish sports calendars and prepare sports information for school publications.
- to publish a weekly "Athletics Update," highlighting the week in athletics.
- to oversee and use social media to promote ASH Athletics.

- to work with Tulane Institute of Sports Medicine (TISM) to assure the best care for ASH athletics.
- to act as liaison with off-campus auxiliary agencies.
- to initiate conversations with the Division Heads regarding students identified by the Division Heads as being ineligible for any reason.
- to ensure that students who are academically ineligible are not permitted to participate in athletics at Middle School and Upper School levels.
- to annually evaluate the athletic offerings and student interest for possible expansion
- to work with the Institutional Advancement team to coordinate fundraising and partnership initiatives
- to represent the Athletic Department on the Booster Club Board and to facilitate interface between Club and school.
- to act as the Chairperson for the Hall of Fame Committee

Finances

- to prepare the athletic program budget and oversee expenditures throughout the year.
- to approve and assist the processing of all equipment and uniform purchases.
- to coordinate payroll for on-campus and off-campus coaches with the Payroll and Benefits Manager.

Plant/Equipment

- to coordinate and oversee use, maintenance, and cleanliness of gym, athletic facilities and equipment.
- to work with our Community Outreach Coordinator to facilitate appropriate rentals of athletic facilities
- to work with appropriate personnel in planning and implementing renovations, expansions and additions to athletic facilities.

Affiliations

- to act as representative to district and state associations such as LHSAA, LHSCA, Ivy League, Archdiocesan network, Independent school network, etc., staying current on the various rules and regulations.
- to create master schedules for all Ivy League sports and act as commissioner.
- to work with the LHSAA to host Regional and State Championship events.
- to maintain SHAC board membership.
- to register all athletes, coaches and administrators with the LHSAA.
- to prepare the Headmistress for the LHSAA Annual Business Meeting
- to oversee completion of all eligibility forms and requirements.
- to provide faculty representation for off-campus coaches.



Transportation

- to coordinate with the Maintenance Department and others in the use of school vehicles.
- to oversee the safe transportation of the students to and from athletic events.

Qualifications

- School administrative experience, required
- Coaching experience required
- Experience as Athletic Director, preferred
- Applicable Master's Degree, or equivalent, preferred
- Familiarity or willingness to learn the Blackbaud On System

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers. Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.