



# Bishop Guertin

## HIGH SCHOOL

*Brothers of the Sacred Heart*

### **Assistant Director of Athletics**

Bishop Guertin High School is seeking an ASSISTANT DIRECTOR OF ATHLETICS for the 2025-2026 school year. The Assistant Director supports the Director of Athletics' overall leadership of the athletic programs of the school, facilitating excellence in all programs in accordance with the overall mission and philosophy of Bishop Guertin High School.

As a school of 800 students offering nearly all available NHIAA Division I sports, Bishop Guertin prides itself on its high participation rate, high athletic standards, strong sportsmanship, and long-standing legacy of athletic excellence.

### **Qualifications, Desirable Traits, and Attitudes**

**Candidates must be mission-centered leaders of the highest integrity, who are committed to personal, intellectual, and spiritual formation of Bishop Guertin's students.** The ideal candidate will possess broad experiences in educational athletics as well as supervisory experience. Candidates should be able to effectively represent the school, serve as a role model to students and coaches, think strategically, demonstrate follow-through and attention to detail, and manage diverse responsibilities independently. Strong initiative and problem-solving abilities are essential to the position, as is the willingness to devote the time required by the position.

### **Essential Functions:**

- Assists the Athletic Director in supervising the High School athletic programs, including recommending policies and procedures relating to the athletic programs.
- Creates materials to publicize athletic and sporting events, both in printed and electronic/social media formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.
- Coordinates the transportation schedule for all athletic events.
- Responsible for game management of interscholastic events. This includes presence at games, scheduling personnel to help with ticket sales, security, score person, PA and any other necessary aspects of game management.
- Assists the Athletic Director with the development of the interscholastic athletic schedules and officials schedules for all contests.
- Assists the Athletic Director in coordination of support personnel for all athletic contests, including game management, ticket sales, security, athletic trainer and emergency personnel.
- Assists the Athletic Director in the supervision of the athletic coaches.
- Maintain an inventory of team uniforms and equipment. Assist the purchasing of new uniforms and equipment as needed.
- Represents the school, as needed, at Divisional and State meetings for administering the interscholastic athletic program.

- Assists the Athletic Director in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including Title IX and other federal laws and regulations, state laws and regulations, and NHIAA policies and procedures.
- Maintains professional relationship with media sources for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.
- Coordinates with others for the purpose of scheduling ancillary activities that occur prior to, during, and after sporting events, such as musical programs, press boxes, scorers tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services, and other related activities.
- Maintains records and documents as required and necessary to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

### **Knowledge, Skills, and Abilities**

- Knowledge of athletics, athletic programs, and physical fitness. Knowledge of applicable federal and state laws and regulations regarding school district athletic programs, safety and health, and other areas under responsibility.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Ability to evaluate, develop and implement athletic programs, activities and events, and make effective recommendations related to those areas. Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints. Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

The Assistant Athletic Director reports to the Athletic Director.

The Assistant Director of Athletics is employed via a yearly contract. This position will also require additional responsibilities within the school to potentially include teaching, coaching, administrative duties. The benefits and conditions of that contract are found in the contract itself and in the Faculty Resource Guide, published annually.

The position requires significant commitment in the evenings, on weekends, and during vacations. Because the position entails significant responsibilities outside of school hours, flexibility during school hours may be permitted in consultation with the Athletic Director and other supervisors. **The successful candidate must have the flexibility to meet the time commitments of the position, particularly with regard to game coverage.**