

St. Mary Catholic School is hiring a part-time athletic director for the 2018-2019 school year. Please click [here](#) for a general outline of standards and competencies for this position.

Interested candidates, please send your cover letter and resume to Jim Baker, Principal, at jbaker@stmarylitleton.com.

The Athletic Director (AD) is supervised by and accountable to the Principal/Assistant Principal. The AD supports the Principal in adhering to the philosophy of the CSAL (Catholic School Athletic League) and in stressing the importance of good sportsmanship, academic responsibility, and Christian behavior at all times. The AD organizes and operates the Widget sport program and the CSAL program.

The AD has the following responsibilities:

1. Ensure the Play Like A Champion philosophy, rules, and policies are understood and followed.
2. Communicate with the Principal/Assistant Principal regarding all CSAL activities, issues, and concerns.
3. Represent the school at CSAL meetings/activities; receive and disseminate information from the CSAL.
4. Model and promote good sportsmanship.
5. Register all teams and coaches at appropriate meetings, notify appropriate parties of meeting times and locations, and attend all scheduling meetings for all sports.
6. Recruit coaches for all sports and be sure all coaches have gone through the Archdiocesan Safe Environment Training, have taken the yearly online concussion course, have been through the 3 hour Play Like A Champion coach's course and the 1 hour Play Like A Champion parent's course.
7. Prepare rosters through the CSAL website and verify eligibility in accordance with CSAL guidelines.
8. Make sure all parents of players have been through the 1 hour Play Like A Champion parent's class.
9. Ensure required fees are paid to the CSAL by due dates.
10. Provide use of school/parish facilities for CSAL activities when possible.
11. Organize post-season desserts/social event for all sports. (3 per year)
12. Work with the AP to make sure eligibility guidelines are followed.
13. Find evaluators and put together the evaluation process for all sports.
14. Oversee the Athletic Department budget

15. Manage the concession stand inventory, volunteers, and receipts.