



## Athletic Director Position

**Position Summary:** Chinquapin Preparatory School is seeking an Athletic Director for grades 6-12, starting July 1, 2024. The Athletic Director ensures that the Chinquapin athletic program serves and enhances the school's mission. The Athletic Director supervises and coordinates the high school and middle school athletic programs and supervises the coaching staff. This professional also oversees the Physical Education program and works in partnership with the PE teachers to ensure a successful program and a positive student experience. The Athletic Director resides on campus, teaches academic courses as needed, and reports directly to the Head of School.

### Required Qualifications and Skills

- Master's Degree or higher in relevant field of study
- Minimum of five years of teaching/coaching experience

### Preferred Qualifications and Skills

- Mission driven leadership skills
- Previous administrative experience in independent schools
- Developmental sensitivity and understanding of adolescence
- Ability to develop, organize and implement programs

### Role Description Details

- Programmatic Supervision
  - HS and MS athletic programs, including sports and league selection
  - Coaching staff, including selection and development
  - Physical Education program
- Program Planning
  - Directs and manages Chinquapin's athletic program and facilities
  - Maintains an active program that promotes good sportsmanship and student development
  - Serves as the Liaison between the school's conference and the school
  - Plans necessary time, resources, and materials to support accomplishment of department goals
  - Ensures the growth of the athletic program and develops athletic opportunities when the need and interest arise
  - Builds vendor relationships to ensure a fair deal on uniforms and equipment
  - Coordinates the HS and MS athletic programs in collaboration with coaches to ascertain programmatic needs to ensure quality and consistency of program
- Athletic Events



- Prepares and approves all interscholastic game schedules
- Ensures officials are scheduled and contracted for each contest and maintain proper and necessary records
- Arranges transportation, lodging, and meals for out-of-town athletic events
- Oversees the process of cleaning, repairing, and storing all athletic equipment
- Coordinates the use of all athletic facilities
- Plans, organizes, and supervises all athletic awards programs
- Serves as the Administrator at all home games.
- Ensures all fields and courts are prepared and maintained for athletic events
  
- Budget and Inventory
  - Administers the athletic budget and ensure that programs are cost effective and that funds are managed prudently
  - Compiles budgets and cost estimates based on documented program needs
  - Initiate purchase orders and bids in accordance with budgetary limitations
  - Maintains a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary
  - Requests athletic department purchase order approval from the Head of School before sending over to the Business Office
  
- Student Management
  - Implements district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and Athletic Handbook
  - Manages student sport packages and design of apparel
  - Establishes and maintains open lines of communication by conducting conferences on vital issues with parents, students, and teachers
  - Establishes physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility
  - Counsels students on NCAA protocol and college opportunities
  
- Personnel Management
  - Prepares, reviews, and maintains job descriptions for athletic department
  - Recruits, selects, trains, and supervise all athletic department personnel and makes sound recommendations to the Head of School about personnel placement, assignments, retention, discipline, and dismissal
  - Evaluates job performance of employees to ensure effectiveness
  - Develops training options and/or improvement plans for employees to ensure exemplary operation in area of athletics
  - Ensures all coaches have successfully completed required in-service programs
  
- Policy, Reports, and Law



- Ensures compliance with federal and state laws, and with the school's conference, Board, OHSAA, and league policies and regulations
- Compiles, maintain, file, and present all physical and computerized reports, records, and other
- Attends league and district meetings
- Other
  - Attends educational conferences, workshops, and meetings related to professional growth and job performance
  - Prepares board, administrative, and staff reports in a timely and professional manner
  - Ensures all operations within responsibilities contribute to District and department goals
  - Participates in Leadership Team meetings and activities
  - Uses professional information discreetly and judiciously
  - Represents the school to the community in a positive and professional way
  - Maintains a sincere, friendly attitude toward patrons
  - Remains available for substitution roles
  - Works with the Parent Association to develop programs for the athletic teams
  - Performs other duties as assigned by the Head of School

#### **Salary and Benefits:**

- Salary will be based on the candidate's qualifications and experience
- Meals (breakfast, lunch, and dinner) served in the dining hall when school is in session
- Appropriate deductions for and payments to FICA, Social Security, Medicare insurance, group medical insurance, life insurance and annuity, as applicable
- Automatic contribution of 5% of your salary to a 403(b) account
- Up to \$1200 for approved professional development (PD) courses and/or materials.
- Ten Sick Days (PTO) per school year
- Vacation Time

#### **About Chinquapin Preparatory School**

Chinquapin Preparatory School is a private college-preparatory school for 6th-12th grade students located 25 miles east of downtown Houston. Since 1969, Chinquapin has prepared motivated students from Houston's under-resourced communities and schools for college.

Our school's unique mission provides students with seven years of high-quality education through small class sizes and intense preparation. College acceptance is a graduation requirement, and our alumni have a remarkable record of college completion.

#### **Our Mission**



To provide a high-quality college-preparatory education to Houston's most able and motivated students from historically excluded communities and schools across the city.

Through a rigorous curriculum and an emphasis on community service and earning what one receives, we aim to produce responsible, well-educated citizens who will become constructive leaders in their communities.

**To Apply**

Please submit your résumé and letter of interest to Mily Pérez, Head of School at [jobs@chinquapin.org](mailto:jobs@chinquapin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply. If you need a reasonable accommodation to complete this application or for the application process, please contact Mily Pérez at [jobs@chinquapin.org](mailto:jobs@chinquapin.org).