



7681 Orangethorpe Avenue
Buena Park, CA 90621

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www.stpius5school.net

Part - Time Athletic Director/PE Teacher 2023 - 2024

Position Overview:

Further the mission of St. Pius V Catholic School by supporting the principal, faculty, students, and families. Under the direction of the principal, the Athletic Director will oversee, plan and direct the physical education program and all athletic activities for the school, as well as dynamic leadership, vision, and direction for campus-wide athletics, physical fitness, and health education.

Essential Duties and Responsibilities:

- Act as a role model of professionalism in a Catholic environment and support the philosophy, policies, and goals of the school, as well as the decisions made by administrators and Diocesan superintendents.
- Attend Athletic Director Diocesan meetings as well as faculty and administrative meetings as needed.
- Develop, organize, supervise, and evaluate the school's physical education, intramural, and interscholastic athletic programs.
- Represent St. Pius V to the Parochial Athletic League (PAL) and at various state, regional, and national athletic associations.
- Schedule athletic contests and secure game officials.
- Attract, hire, and supervise qualified coaching staff for all athletic programs, ensuring that they are performing their duties at the highest level of professionalism.
- Ensure that all coaching staff have required current CPR, first aid, concussion protocol training and certifications.
- Develop and provide appropriate training guidelines and materials for the coaching staff, ensuring that coaches are properly trained in all organizational and philosophical aspects of the athletic program.
- Plan, coordinate, and oversee all school athletic activities including, but not limited to, team sports, summer athletic camps, awards ceremonies, and other athletic events that the school holds.
- Prepare and distribute athletic sports participation packets each season for each sport.
- Provide physical education and health instruction to students in elementary and middle school as scheduled by the school.
- Collaborate with teachers to determine develop and implement effective lesson plans that fulfill the requirements of the school's curricular program.
- Create a safe classroom environment that is conducive to learning and appropriate for the intellectual, emotional, physical, and social growth of each student ensuring that the course of study is modified for multiple levels of physical and academic ability and previous experience of students.
- Conduct ongoing evaluations of student achievement through formal and informal assessments.
- Develop and maintain and revise the coaches' manual each year and set up appropriate meetings with the coaches to review the information and standards in detail.

- Maintain student health records in the Athletic office, ensuring that required information is disseminated to all coaching staff as required.
- Coordinate and disseminate information regarding athletic practices, contests, and activities to school personnel, students, and parents as needed.
- Secure appropriate forms and payments from athletic participants.
- Purchase and maintain inventory of all athletic equipment.
- Oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
- Work with the Facilities Manager to ensure that school grounds meet athletic needs and the proper maintenance and security of all athletic equipment and athletic facilities, fields, and courts.
- Coordinate awards activities for all team sports; purchasing awards and team sports photos.
- Maintain records of team and individual athletic accomplishments and submit copies of same to the assistant principals/principal as well as for the promotion, publication, and recognition of athletic programs.
- Monitor and disseminate information to coaches, parents, and students each week regarding student academic probation status (in collaboration with the assistant principal) during each sport season.
- Prepare, submit, and administer a budget each year to fund the athletic programs of the school.
- Assist Student Council Advisor with preparation and plans for spirit assemblies and sports team introductions.
- Attend required events on evenings and weekends when required.
- Perform other duties as assigned by the principal.

Minimum Requirements:

- BA degree from an accredited college or university in education or a related field, teaching credential preferred
- Two-four years of progressive experience in athletics
- Experience coaching elementary and/or middle school-age children in a variety of sports activities
- Outstanding interpersonal skills with a strong customer service focus (internal and external)
- Strong written and oral communication skills with an ability to effectively communicate with all stakeholders of the school
- Highly ethical team player
- Strong commitment to, and proven record of, fostering community involvement and support
- Demonstrated ability in conflict resolution
- High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time-sensitive deadlines are the norm, as are interruptions
- Available to work evenings and weekends when necessary

Interested candidates should submit a resume and cover letter to: Andrea Watanabe at awatanabe@stpius5school.net