



CARDINAL MOONEY
H I G H S C H O O L

Job Description
Athletic Director

Overview:

Cardinal Mooney is a prominent Catholic high school in the Mahoning Valley and has been known and respected since 1956 for maintaining excellence in its academic, spiritual and extra-curricular traditions. Cardinal Mooney's time-tested educational and character development program produces highly successful graduates that are leaders in business and industry, government, the Church, education, arts, and entrepreneurship.

Reports to: Principal

Requirements:

- Bachelor degree in education/sports management or related field
- Possesses a valid Ohio Teaching certificate
- Clean FBI/BCI background check and Complete Virtus Training

Position Summary:

The Athletic Director will serve as a pivotal figure in fostering a positive and successful athletic program. The primary responsibility will be overseeing all aspects of the high schools athletic department and instill a vision for a comprehensive athletic program, ensuring the smooth operation of athletic events, programs and facilities. The position will collaborate closely with coaches, staff, students, parents and external stakeholders to promote a culture of sportsmanship, teamwork and excellence.

Position Responsibilities:

- Facilitates ongoing communication with athletic teams parents and student-athletes and regarding athletic events and operations.
- Creates high school schedules for all sports, teams and coaches (in-season and out-of-season) for practices and competitions among different sports teams.
- Schedules site managers and other school event workers to ensure all practices and competitions are scheduled and run effectively.



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- Oversees the selection, assignment and evaluation of all high school coaching personnel and volunteer coaching positions; submits information for job postings.
- Develops, implements, enforces and evaluates appropriate rules and regulations governing the conduct of high school student-athletes and athletic activities.
- Coordinates coverage for home athletic events for all high school sports; oversees and hires all seasonal game day managers and tournament workers.
- Hosts and facilitates annual all-parent athletics meetings by season to review athletic program information and expectations and the athletic handbook.
- Coordinates student-athlete leadership and volunteer events.
- Coordinates and hosts Signing Day ceremonies.
- Reviews and enforces the athletic handbook with all high school coaches and athletes.
- Organizes after-season banquets and annual Hall of Fame events.
- Responsible for purchasing necessary supplies, equipment and uniforms for high school athletic teams.
- Must be available to work non-traditional hours, including weekends; is present for several events per week.
- Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.
- Other duties as assigned by the supervisor.

Salary and Benefits:

1. Salary is negotiable and commensurate with experience
2. Medical, dental and vision benefits
3. 403(b) plan
4. Tuition remission for eligible employees

Cardinal Mooney is an equal opportunity employer. Our intent is to recruit, hire, train, and all persons in all job groups in accordance with the law, without regard to race, color, religion, sex, age, marital status, disability, national origin, or any other protected status.

Application Process:

Please email Letter of Interest and Resume to Patty Kalasky at pkalasky@cardinalmooney.com.