

Full Time Position Serving 2 Roles: Part-Time Junior High Athletic Director and Part-Time Teacher

Bishop Hoffman Catholic School: St. Joseph's Central Catholic High (BHCS:SJCC) is seeking a Part-Time Athletic Director for the 2024-2025 school year.

Qualifications:

- Bachelor's degree from an accredited college or university in sports management, health, physical education, or related fields. Master's preferred.
- Valid Ohio teaching certificate preferred.
- A strong passion for sports and an enthusiasm for coaching and mentoring.
- Compassionate and understanding with excellent communication and interpersonal skills.

Responsibilities for AD:

- Ability to manage relationships with coaches, school administrators, and the school community.
- Skilled at providing motivation and direction to coaches.
- Communication with coaches to establish games, events, and practice schedules.
- Establish conference and league schedules.
- Select, recruit and oversee coaching staff.
- Maintain orderly, clean, and safe facilities and equipment.
- Responsible for hiring officials and game personnel
- Comply with school, OHSAA, and NCAA rules and regulations.
- Track and communicate with administration regarding eligibility.
- Communicate with the business manager, coaches, and administration about the overall sports budget and appropriate spending for all aspects of the athletic program.
- Attend conferences and ongoing professional development including SBC league meetings
- Knowledge and ability to organize and oversee fundraising efforts

Responsibilities for Teacher:

- Instruct classes that engage students in the content area and promotes learning and extension of their knowledge.
- Align assessment with instructional goals appropriate to the needs of each student.
- Design lesson plans that facilitate learning with resources and activities that achieve curriculum objectives.

- Monitor students' academic progress, remedial concerns, and any discipline issues and communicate with administration, parents, and other staff, as needed.
- Establish classroom rules and procedures and be consistent with implementation.
- Participate in school events and participate as a chaperone when required.
- Attend meetings, staff training, conferences, and other ongoing learning programs.
- Perform supervisory or other duties as assigned.

All candidates for this position must electronically submit a letter of interest, resume and list of reference contacts to: Loretta Coil, Principal at lcoil@bishop-hoffman.net.