



SAINT JOSEPH NOTRE DAME HIGH SCHOOL

## **Job Announcement**

### **Athletic Director of Saint Joseph Notre Dame High School**

#### **Mission Statement**

Saint Joseph Notre Dame High School is a dynamic, Catholic parish high school that offers a rigorous college preparatory education. We are a faith-filled, diverse, and welcoming community that embraces the teachings of Jesus Christ. We develop confident, open-minded, effective leaders who are ready to live joyful lives of faith, scholarship and service.

#### **The Position**

We are currently seeking a full time Athletic Director. The Athletic Director provides professional assistance to the Principal and Assistant Principal of Student Life in leading and ensuring the quality of all interscholastic athletic programs for Saint Joseph Notre Dame High School in order to achieve the fullest attainment of the school's unique Catholic mission.

In collaboration with the Assistant Principal of Student Life, the Athletic Director shares responsibility for the integration of faith, service and learning within the school through the oversight of successful athletic programs. The Athletic Director is responsible for the safe and efficient operation of all interscholastic athletic programs for students of Saint Joseph Notre Dame High School and serves as the school's official representative in all athletic matters. It is the responsibility of the Athletic Director to ensure that all programs comply with the requirements of the Bay Counties League - East, the North Coast Section and the California Interscholastic Federation and with the moral and ethical standards required by the Catholic mission of the school. In addition, the Athletic Director works to build community with the St. Joseph community and the City of Alameda.

#### **SJND Athletics Quick Facts**

- 13 sports programs
- 29 sports teams
- 70% of the SJND student body participates in athletics
  
- 60 league titles, 31 North Coast Section titles and 7 state titles

- Over a hundred student athletes have gone on to play at the next level
- 51% of the coaching staff are either alumni, parent alumni or on-campus employees

### **School History**

Saint Joseph Notre Dame High School is a consolidation of Notre Dame, founded over a century ago by the Sisters of Notre Dame de Namur, and St. Joseph's, founded in 1935 by Saint Joseph's parish and originally run by the Marianist Brothers.

In 1881, five sisters of Notre Dame de Namur opened a school for girls. In 1935, the Marianist Brothers opened Saint Joseph High School, a school for boys. After the Marianists left in 1970, the Congregation of the Sacred Heart was tasked with staffing the parish and consolidating the two high schools into one coeducational school. In 1985, Saint Joseph Notre Dame High School opened.

### **The School**

Saint Joseph Notre Dame High School is a co-educational, Catholic parish high school located in the heart of residential Alameda. SJND offers academic excellence and moral and character development to its diverse and talented 450 students. The school educates future leaders in a supportive and challenging environment.

SJND embraces its Catholic traditions and teachings while providing a welcoming environment for all faiths. Students experience a strong sense of belonging to a community that supports and values faith and spirituality.

Students have various opportunities to develop and express their burgeoning leadership skills, whether through campus ministry, in SJND's many student clubs, or through arts and athletics.

### **Athletic Department**

About 70% of students participate in the school's sports program, developing values and life skills that contribute to success in and beyond college. Students may participate in 13 sports: baseball, basketball, cheerleading, cross country, crew, golf, lacrosse, soccer, softball, swimming, tennis, track, and volleyball. At least 10 teams each year earn post-season playoff appearances in league, the North Coast Section and several teams have gone on to win state championships over the years.

Nestled in the tree-lined neighborhood of Alameda, SJND athletic facilities stretches beyond the school campus. SJND Athletics has the island advantage through the partnership with the local community such as College of Alameda, Alameda

Recreation and Parks Department, Alameda Pointe, Chuck Corica Golf Complex and the Oakland Estuary.

### **Responsibilities of the Athletic Director**

The SJND Athletic Director is expected to:

- Upholds and models a moral code which is consistent with the teaching of the Roman Catholic Church and the mission of the school.
- Ensures that all Athletic Department policies and activities reflect the Catholic mission of the school and are in accordance with our league, section and state.
- Serves as an active member of the Student Life team.
- Develops programs and activities that emphasize student athlete engagement, character building and leadership skills.
- Supports, coaches and develops the SJND Athletic Coaching Staff through meetings, workshops and professional development opportunities.
- Manages the Athletics Coordinator, athletic staff members, and parent volunteers.
- Assists in the implementation of the Athletic Strategic Plan.
- Participates in weekend and evening sports events as related to the position
- Leads the SJND Athletic Booster Club.
- Collaborates with the Assistant Principal of Student Life to support the spiritual needs of the coaches and student athletes.
- Manages the budget and finances of the Athletic Department department.
- Creates revenue opportunities such as the sponsorship video board, The Runway and annual Booster Pasta Dinner.
- Hosts community events such as the Reindeer Run, Athletic Hall of Fame, Athletic Banquet, etc.
- Collaborates with St. Joseph Basilica, St. Joseph Elementary School and Alameda partners.
- Evaluates the Athletic Department program using the National Catholic Standards.
- Advises the Assistant Principal of Student Life regarding the needs of Athletic Department.
- Fulfills other responsibilities as needed or assigned by school Administration.

### **Qualifications and Qualities of the Next Principal**

The SJND Athletic Director is expected possess/have:

- Bachelor's Degree in related field and/or a Master's Degree in related field is preferred
- Minimum three (3) years experience (5 years preferred) related to the duties of athletic administration, sports administration
- Collaborative leadership style working with administration, Student Life team, and the Saint Joseph community

- Innovative high school athletic leader who will expand the marketing opportunities of SJND Athletics to the larger community
- Excellent organizational skills and attention to details
- Exceptional problem-solving, analytic, and administrative skills
- Ability to prioritize tasks while leading and motivating others
- Willingness to engage in professional development and continuing education
- Superior oral and written communication skills and ability to communicate with parents, coaches, and student-athletes
- Desire to create an outstanding student-athlete experience
- Effectively manage and inspire the SJND coaching staff to live the mission and have high expectations in and out of the classroom for student-athletes
- Embrace and maintain the mission, culture, traditions, Integral Student Outcomes (ISOs) and Core Values of this exceptional institution

**Commencement:** July 1, 2019

**Salary/Benefits:** Competitive salary with benefits which include medical, dental, and visual health benefits as well as pension and retirement plans.

**Application:** Deadline for submission of materials is March 1, 2019. Interviews will begin the second week of March.

**To Apply**

Submit the following materials confidentially as separate PDF attachments in one email to Julie Guevara, Assistant Principal of Student Life at [hiring@sjnd.org](mailto: hiring@sjnd.org) by March 1, 2019.

- Cover letter that expresses your interest and fit for leading the Athletic Program at Saint Joseph Notre Dame;
- Current resume that includes dates for all degrees, certifications, and experience;
- Statement of educational leadership philosophy and practice in a Catholic parish school;
- List of two professional and two character references with names, phone numbers, and emails – no references will be contacted without your knowledge and approval.

Find out more about our school at [www.sjnd.org](http://www.sjnd.org). We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.