

BISHOP MCGUINNESS CATHOLIC HIGH SCHOOL

IS LOOKING FOR AN

ATHLETIC DIRECTOR

About Bishop McGuinness Catholic High School

Bishop McGuinness Catholic High School is a college-preparatory, co-educational school serving approximately 500 students in Kernersville, North Carolina, and operating under the direction of the Diocese of Charlotte. Bishop is dedicated to developing students in their pursuit of excellence. In partnership with committed families, our faculty form the faith, character, and intellect of young men and women within an engaged, diverse community grounded in the Catholic tradition.

Position Summary

The Athletic Director provides leadership, vision, and operational oversight for the athletic program at Bishop McGuinness Catholic High School. Working closely with the Principal and school administration, the Athletic Director ensures that athletics advance the school's mission to form students in faith, character, and intellect and support the school's commitment to excellence and service.

The Athletic Director is responsible for the comprehensive administration of the athletic program, including scheduling, staffing, coaching, budgeting, equipment, facilities, compliance, communication, event management, and program development. At the same time, the Athletic Director serves as a visible leader and steward of the school's Catholic athletic philosophy, recognizing athletics as an extension of the educational and ministry mission of the school.

The successful candidate will foster a culture in which student-athletes are challenged to pursue excellence, develop their God-given talents, grow in virtue, demonstrate sportsmanship, and contribute positively to their teams and the broader school community.

INTERESTED CANDIDATES SHOULD SUBMIT A RESUME, COVER LETTER, AND REFERENCES TO PRINCIPAL CLAIRE WILLIS AT CWILLIS@BMHS.US

1725 NC Highway 66 S. Kernersville, NC 27284 https://www.bmhs.us/ 336.564.1010

Catholic Mission and Philosophy of Athletics

Bishop McGuinness views athletics as an important component of the formation of the whole person. While athletic participation is an important part of the student experience, it remains secondary to the academic and spiritual formation of our students.

The Athletic Director will ensure that the athletic program reflects the mission and teachings of the Catholic Church and the expectations of the Diocese of Charlotte Catholic Schools. Athletics should provide opportunities for students to develop discipline, resilience, teamwork, self-mastery, humility, and respect for the dignity of others.

The Athletic Director will help ensure that coaches and student-athletes understand that their conduct on and off the field reflects upon themselves, their teams, Bishop McGuinness, and ultimately the values of the Catholic faith.

The Athletic Director will promote a culture of excellence and virtue, emphasizing:

- Charity: putting others before ourselves and treating teammates, opponents, coaches, officials, and families with dignity and care.
- Honesty : competing and conducting the athletic program with integrity and commitment to truth.
- Humility: recognizing that our talents are gifts from God and giving credit appropriately rather than seeking personal glory.
- Meekness: exercising strength, courage, and self-control in competition and seeking to make competitors better through excellent competition.
- Moderation: developing self-mastery and maintaining appropriate perspective in athletic pursuits.
- Purity: promoting respect, modesty, dignity, and appropriate conduct in words, actions, dress, and relationships.
- Sportsmanship: competing vigorously while treating teammates, opponents, officials, and spectators with dignity and respect.

The Athletic Director position is a full-time, exempt twelve-month contract.

Essential Responsibilities

Athletic Program Leadership

- Provide overall leadership, vision, and direction for the school's athletic program in collaboration with the Principal and school administration.
- Develop and maintain athletic programs that reflect the mission, values, policies, and Catholic identity of Bishop McGuinness.
- Promote a highly competitive athletic program while maintaining appropriate perspective regarding the academic, spiritual, and personal formation of student-athletes.
- Establish clear expectations for excellence, sportsmanship, conduct, and accountability across all athletic programs.
- Evaluate existing programs and identify opportunities for appropriate growth and development.
- Provide guidance and support to students participating in athletics and advocate for their overall well-being and development.
- Serve as a visible representative of Bishop McGuinness at athletic events and within the broader school and community.
- Attend diocesan meetings, trainings, and professional development opportunities applicable to the position and maintain current knowledge of diocesan expectations, policies, and initiatives related to athletics and Catholic education.

Coaching Staff and Personnel

- Recruit, interview, hire, onboard, supervise, and evaluate coaches and athletic personnel in accordance with school and diocesan policies.
- Recruit and retain coaches who understand and actively support the mission of Catholic education and the school's philosophy of athletics.
- Provide coaches with clear expectations regarding their responsibilities, conduct, communication, supervision, and adherence to school and diocesan policies.
- Provide orientation, training, and ongoing professional development for coaches.
- Motivate and direct coaches while establishing a collaborative and accountable athletic department.
- Address personnel and administrative concerns in a timely and appropriate manner.
- Ensure that coaches model Christian witness and Gospel values in their relationships with student-athletes, families, officials, opponents, and one another.

Scheduling and Competition

- Develop and maintain comprehensive schedules for all athletic programs, including practices, competitions, tournaments, and other athletic events.
- Coordinate game-day, event, and practice schedules in collaboration with coaches.
- Work with athletic conferences, leagues, and governing organizations to establish schedules and resolve scheduling concerns.
- Coordinate transportation and travel arrangements for athletic teams.
- Manage scheduling conflicts involving shared facilities, equipment, and other school resources.
- Ensure that athletic scheduling respects the academic calendar, student needs, school events, and the school's commitment to Sunday as the Sabbath.
- Communicate schedule changes and other relevant information promptly to coaches, students, families, and school personnel.

Compliance and Student Eligibility

- Maintain current knowledge of applicable Diocese of Charlotte, North Carolina High School Athletic Association (NCHSAA), conference, league, and other relevant athletic policies and regulations.
- Monitor changes in athletic regulations and communicate relevant changes to coaches and school administrators.
- Ensure that coaches and athletic programs comply with applicable policies and regulations.
- Work with school administrators to address student eligibility and participation requirements.
- Maintain accurate records and documentation related to athletic participation, eligibility, teams, and programs.
- Generate and maintain team statistics and other required athletic records in a timely manner.

Budget, Equipment, and Purchasing

- Develop and manage the athletic department budget in collaboration with school administration.
- Allocate resources appropriately among athletic programs while maintaining fiscal responsibility.
- Monitor expenditures and ensure that purchasing follows school policies and procedures.
- Order and maintain appropriate equipment, uniforms, supplies, and other athletic resources.
- Develop and maintain systems for inventory, replacement, and responsible use of athletic equipment.
- Work with coaches to identify program needs and establish appropriate priorities for spending and resources.

Facilities, Safety, and Operations

- Oversee the safe, orderly, and effective operation of athletic facilities and events.
- Maintain appropriate standards for cleanliness, organization, maintenance, and safety of athletic facilities and equipment.
- Coordinate the use of shared facilities, including the gymnasium, athletic fields, weight room, and other spaces.
- Identify facility needs and communicate maintenance, repair, and improvement priorities to school administration.
- Establish and enforce appropriate procedures for practices, competitions, facility use, equipment, and event operations.
- Promote a safe and positive environment for student-athletes, coaches, families, officials, and spectators.

Catholic Identity and Student Formation

- Integrate the school's Catholic mission into the daily operation and culture of the athletic department.
- Promote athletics as an opportunity for students to develop virtue, character, leadership, discipline, resilience, and service.
- Ensure that athletic programs maintain a proper balance among competition, academics, spiritual formation, and the broader student experience.
- Establish expectations for language, behavior, music, dress, and conduct at practices, workouts, competitions, and athletic events that are consistent with the Catholic identity of the school.
- In collaboration with the school chaplain, review and approve music and other forms of entertainment used at athletic events to ensure that they are appropriate for a Catholic educational environment.
- Address conduct that is inconsistent with the school's mission or expectations in a timely and appropriate manner.
- Encourage coaches and student-athletes to recognize their athletic abilities as gifts to be developed and used for the good of others and the glory of God.

Community Relations and Communication

- Promote athletic events, teams, accomplishments, and opportunities throughout the Bishop McGuinness community.
- Foster school spirit, community engagement, and appropriate support for student-athletes and athletic programs.
- Maintain positive working relationships with students, parents, coaches, school administrators, faculty and staff, officials, visiting teams, league and conference representatives, and members of the broader community.
- Serve as a professional and welcoming public representative of Bishop McGuinness at athletic events and activities.
- Communicate clearly, professionally, and consistently with coaches, students, families, and school personnel.
- Work collaboratively with other school departments to ensure that athletics contribute positively to the overall student experience.
- Develop and maintain strong relationships with Catholic partner schools and other feeder schools, including visiting middle schools and/or arranging opportunities for Bishop McGuinness coaches and student-athletes to engage with prospective students and families.

Qualifications and Competencies

Required Qualifications

- Bachelor's degree in sports management, athletic administration, health/physical education, education, or a related field.
- At least five years of experience in athletics, coaching, teaching, athletic administration, or a related educational setting.
- Ability to articulate, support, and exemplify the Catholic faith and the mission of Catholic education.
- Demonstrated knowledge of athletic administration, including scheduling, staffing, budgeting, facilities, equipment, and program operations.
- Strong organizational skills and the ability to manage multiple programs, priorities, and deadlines simultaneously.
- Excellent written and verbal communication skills.
- Ability to establish effective and professional relationships with students, families, coaches, administrators, faculty and staff, officials, and community members.
- Ability to lead, motivate, supervise, and evaluate coaches and athletic personnel.
- Ability to exercise sound judgment, resolve problems, delegate effectively, and work calmly under pressure.
- Commitment to student safety, appropriate supervision, and the well-being of student-athletes.

Preferred Qualifications

- Master's degree in sports management, athletic administration, education, physical education, or a related field.
- Experience as an Athletic Director or in a comparable athletic leadership position.
- Experience working in a Catholic school or other faith-based educational environment.
- Familiarity with NCHSAA, diocesan, conference, and league regulations.
- Experience developing and managing an athletic department budget.
- Experience recruiting, hiring, training, supervising, and evaluating coaches.
- Experience managing athletic facilities and multiple interscholastic sports programs.

Personal and Professional Characteristics

- A genuine commitment to the mission and Catholic identity of Bishop McGuinness.
- A commitment to the holistic formation of students in faith, character, intellect, and physical development.
- A philosophy of athletics grounded in excellence, virtue, teamwork, service, and sportsmanship.
- Strong interpersonal skills and the ability to build trust across a diverse school community.
- Professionalism, integrity, discretion, and sound judgment.
- Initiative, resourcefulness, flexibility, and the ability to respond effectively to changing circumstances.
- A collaborative leadership style balanced with the ability to make and communicate difficult decisions when necessary.
- A commitment to continuous improvement and the development of strong athletic programs.
- The ability to maintain perspective and prioritize the educational mission of the school while supporting competitive athletic excellence.

Work Environment

The position requires regular presence at athletic practices, competitions, meetings, and school events, including activities that may occur outside the traditional school day, evenings, and weekends. The Athletic Director must be able to manage the physical, organizational, and scheduling demands associated with a comprehensive interscholastic athletic program.

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