



St. Louis University High School
invites applications for the following
staff position:

ST. LOUIS
UNIVERSITY HIGH

Athletic Director

St. Louis University High is a Jesuit, college preparatory school with an enrollment of approximately 1,100 male students. Founded in 1818, the school strives to serve an economically, socially and geographically diverse student population within the St. Louis metropolitan area. Academic excellence is a trademark of the school.

THE SCHOOL'S EXPECTATIONS

St. Louis University High School exists to form “men for others.” The School's Mission Statement forms the practical ramifications for St. Louis University High's expectations of faculty and staff. St. Louis University High seeks to hire and retain faculty and staff members who are proficient in their fields, who are men and women of faith, and who are persons committed to leading students in co-curricular and pastoral ministry activities. Once hired, teachers and staff members are expected to familiarize themselves with Ignatian traditions and values. The school expects faculty and staff members to keep current with professional development activities appropriate to their fields, as well as to participate in the school's in-services, retreats and days of recollection regarding Ignatian formation and development.

APPLICATION PROCESS

Please visit our website for a job description for the Athletic Director. To apply for this position, please send a letter stating your personal interest in the position and a comprehensive resume to Mrs. Jan Cotter (jcotter@sluh.org) in the Office of the Principal. Digital submissions are preferred. **Priority will be given to submissions received before Friday, January 30.**

Thank you for your interest in St. Louis University High School.

AN EQUAL OPPORTUNITY EMPLOYER

4970 Oakland Avenue + St. Louis, Missouri + 63110 + 314.531.0330 + www.sluh.org

St. Louis University High School **Athletic Director**

The Athletic Director at St. Louis University High School oversees and administers all interscholastic athletic programs, including club sports, in accordance with the philosophy, policies, rules and regulations of St. Louis University High School, the Missouri State High School Activities Association (M.S.H.S.A.A), and any other governing bodies for our sports programs. The Athletic Director also communicates the overall vision for the department, one that is consistent with the Mission of St. Louis University High and the Jesuit charism of the school. This vision needs to be embodied in the department's hiring and dismissal practices, supervision and evaluation, and mentoring of head coaches. The Athletic Director acts as the voice of the department and a representative of the school in communication with parents, alumni and media.

On an administrative level, the Athletic Director must oversees the daily scheduling, transportation and facilities needs of all teams and programs in the department. Such oversight includes responsibilities such as:

- Acts as the school's liaison with M.S.H.S.A.A.
- In conjunction with head coaches, develops and manages budgets for each program in accordance with the school's budgeting process and submits these, as well as a budget for the Athletic department itself, to the Principal and the Vice President, Administration.
- Maintains an inventory and record of all equipment and uniforms and coordinates the storage and repair of athletic equipment.
- Works with the Director of Facilities in the scheduling and administering SLUH athletic events and camps, as well as the care and use of the gym and stadiums.
- Manages the hiring and the assignment of officials for home athletic contests.
- Requests eligibility lists for all teams and distributes these lists to the appropriate school and state officials.